



Global Talent Manager

Location: This position is based in New York, NY

Position Type: Full-time, beginning as soon as possible in spring 2015

Application Deadline: April 5, 2015

Organizational Overview

The extreme disparity in health outcomes and access to healthcare that exists today between the world's rich and the world's poor is unjust and unsustainable. To change this unacceptable status quo will require a new generation of leaders with diverse skills and backgrounds. Emerging leaders need opportunities to build their skillsets and build meaningful connections with other young leaders who share a vision for transformative change.

Global Health Corps is mobilizing a global community of emerging leaders to build the movement for health equity. We do this by providing yearlong paid fellowship opportunities to talented young leaders and then supporting their professional development throughout their post-fellowship careers. During their fellowship year, GHC fellows serve in positions of impact within outstanding healthcare organizations in the US and sub-Saharan Africa. They also engage in intensive training, professional development opportunities, mentorship and thoughtful community-building.

Fellows work in teams of 2—one international fellow and one in-country fellow —on a wide range projects that improve healthcare access and health outcomes for the poor. Working at for-profit, non-profit, and governmental health organizations, fellows have built financial management systems for grassroots HIV organizations in Uganda, counseled homeless teenagers in New Jersey, supported district pharmacies in Rwanda in rolling out new supply chain management tools, and conducted policy research in Washington D.C.

The Candidate

Global Health Corps is seeking an enthusiastic, people-oriented professional to join our small, entrepreneurial team in the spring of 2015. We have grown rapidly over the past five years, and have significant growth planned for the next five years. The Global Talent Manager will recruit talent at all levels of the organization for positions in the US and Africa. S/he will also play a lead role in continually evolving an organizational culture that pairs staff leadership development with effective project execution. Key components of the organizational culture are consistent and structured feedback sessions where team members receive actionable feedback and coaching, as well as staff professional development programs, compensation and promotion policies, health insurance, and other benefit programs that are customized to each country and compliant with local personnel regulations. Reporting directly to the Vice President of Operations and working closely with GHC Country Managers in the US, East Africa and Southern Africa, the ideal candidate will thrive in a fast-paced, loosely-structured global environment. S/he will demonstrate creativity, an orientation towards execution, exceptional attention to detail, and an excitement for working collaboratively across cultures and time-zones.

The Work

Global Health Corps is an organization focused on team learning, continual improvement, and organizational growth that's smart and sustainable. The Global Talent Manager will fill a pivotal role in a close-knit, multi-cultural and dynamic team. Specific responsibilities include:

- **Outreach activities and candidate sourcing:** Ensure that open positions are posted on all relevant online job boards and maintain relationships with people and organization that can identify and direct talented candidates to GHC. Represent GHC at strategic recruiting events.
- **Applicant screening and selection process:** Lead the candidate screening and selection process for all staff positions, ranging from entry-level to senior management. GHC seeks to hire team-mates of the very best caliber, and application screening is a vital first step of that hiring process. Applicants must truly enjoy the process of finding candidates who meet the qualifications we establish for positions on the team.
- **Candidate communication:** Our hiring process is rigorous and requires a number of steps, including multiple interviews and exercises. The Talent Manager will coordinate these interviews, conduct some of the interviews and administer exercises as part of the process. S/he will also track candidate progress through the process and maintain friendly and timely communication with applicants.
- **Talent pipeline management:** Maintain a pipeline of talented candidates who may be a great fit for the team in the future.
- **Benefits administration:** Customize the GHC benefit programs to each country of operations, including health insurance, retirement savings plans, workers compensation, paid leave, etc.
- **Payroll lead:** Identify a new payroll provider for GHC in the US and transition US staff to the new provider. On an ongoing basis, set up US team members on payroll system and ensure that relevant state, local and federal filings are submitted in a timely manner. Assist Country Managers in Africa with payroll and taxes administration.
- **Policy creation and implementation:** Review all GHC benefit and people-related policies for compliance with relevant regulations in our African placement countries. Develop new benefit and team-related policies as needed and continually enhance and upgrade all people-related policies based on new thinking and best-practices in the field.
- **People support:** Support team members during their entire life cycle at the organization, with a particular focus on new team-member onboarding, communicating with new hires regarding policies and benefits, assisting with work permits and visas, etc. Responsible for quickly responding to a variety of HR-related inquiries from team mates around the world. Provide team with exceptional customer service.
- **Start-up tasks:** We are a young organization that is growing rapidly. This means that all team members pitch in to ensure we are providing the very best support to both our team and our fellows and alums. We are looking for a diligent and enthusiastic team member who can tackle tasks *quickly* and *accurately*.

Qualifications

- Relevant work experiences. We are looking for a strong leader with experience recruiting talented people and developing effective, well-received programs to support them, ideally in a global organization of an entrepreneurial and loosely-structured nature.
- Experience recruiting talent for entry-level thru executive-level positions, ideally in the US and in Africa. Ability to tailor approach to different types of positions. Existing recruiting relationships in the US and Africa a plus but not required.
- Superior organizational skills and meticulous attention to detail; the ability to perform tasks accurately and efficiently.
- Excellent interpersonal skills and superior written communication skills: The Global Talent Manager will have daily contact with our candidates and US and Africa-based team members and should be able to engage with them in a friendly and professional way.
- The ability to multi-task while effectively prioritizing and meeting deadlines.
- Internal drive: The Global Talent Manager will have a lot of autonomy to oversee significant parts of GHC's operations. S/he must be a self-starter who can proactively identify needs and possess vision and good judgment to design solutions to these needs.

- Project Planning skill: The ability to break a large project into smaller tasks, prioritize and complete the tasks in a thoughtful and efficient way, and complete the project on schedule is critical.
- Humility: We are looking for a passionate professional who combines creativity, strong leadership skills with good humor, patience, open-mindedness and a humble approach to service.
- Tech savviness and interest in new technologies; ability to use Google tools, Dropbox and other online platforms to share and streamline work.
- Interest in global health, social justice and social service programs.
- Long-term legal work status in the United States required.
- Previous experience with Salesforce a plus.
- Written and verbal French would be ideal but not required.

Travel Requirement

This position is based in the United States. Regular travel to all of the GHC placement countries -- Burundi, Malawi, Rwanda, Uganda, Zambia, is expected.

Preferred Start Date

Flexible, but as soon as possible.

Compensation

Commensurate with experience.

Benefits

Fully-funded comprehensive health insurance, flexible start-up work environment.

How to Apply

To apply, please submit a resume and responses to the two questions below to apply@ghcorps.org. Please limit your response to each question to 300 words. No cover letter necessary. Please indicate **Global Talent Manager** in your email subject. All applicants must be eligible or have legal documentation to work in the US.

Q1 – What draws you to the Global Talent Manager role and why do you think you would thrive in this role?

Q2 – Tell us about a professional experience that you're very proud of. What did you do, and why are you proud of it?

Thank you for applying!