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# Human Resources Manager

Monrovia, Montserrado, Liberia **Full-time**

**Deadline: July 30, 2018**

## About GiveDirectly:

GiveDirectly (GD) aims to reshape international giving - and millions of lives - by allowing donors to provide capital grants directly to the world's poorest. The Brookings Institution estimates that \$70B of cash transfers would be required to eliminate the poverty gap; the aid sector currently spends \$135B each year, much of which is spent on evidence-free interventions. GiveDirectly wants to change that, establishing a benchmark as Vanguard did for the financial industry (i.e., index fund), and in the process accelerate the end of extreme poverty.

GD has reached over 100,000 households (benefiting ~500,000 individuals) since launching in 2011 and has been celebrated as one of the most innovative non-profit companies by [Fast Company](#). [The Guardian](#) writes "GiveDirectly...has sent shockwaves through the charity sector", while the [New York Times Magazine](#) adds "the beautiful thing about GiveDirectly's approach is that it lets people devise their own path out of poverty." The growing movement toward cash transfers and GD's leading role in the movement have also been featured in [This American Life](#), [Foreign Affairs](#), [The Economist](#), and [Business Insider](#).

We're looking for exceptional talent to help grow GD and the broader cash movement. Our culture is honest, direct, analytical, non-hierarchical, fast-paced, transparent, and hard working. We are open to candidates from any industry and typically recruit from top organizations - members of our team have come to us from private-sector companies (consultancies, law firms, investment banks, etc.), start-ups, and government. We value ability and willingness to learn over years of experience. We offer competitive salary and benefits and performance-based bonuses.

## Position Overview:

The Human Resources Manager ("HRM") will play a key role in sourcing and managing talent within GiveDirectly's growing field organization. The HRM will build robust protocols to support rapid onboarding of staff and cost-effective monitoring of ongoing performance. The role will allow GiveDirectly to meet ambitious growth targets by enabling commensurate expansion of the team and accompanying HR systems / policies. The HRM position will award exceptional communication skills, strong attention to detail, and a deep interest in building and scaling GD's organizational culture and values.

## Responsibilities:

### *Talent management*

- Lead on recruitment and sourcing top talent for all open positions
- Assist with candidate screening, including resume reviews and coordination with candidates

- Assist with onboarding of new staff, including orientation on HR manual and benefits / payroll set-up
- Assist with salary benchmarking exercises
- Assist with professional development training and planning

*Admin and record-keeping*

- Facilitate benefits provision and coordinate with insurance providers
- Maintain up-to-date personnel files
- Oversee leave management and staff timesheets
- Answer staff questions related to HR policy and assist with disciplinary actions

*Performance management / tracking*

- Assist in designing systems for regular performance tracking, including links to payroll where appropriate
- Provide administrative support during review cycles, including scheduling and updating system to reflect changes in title / compensation
- Assist Country Director to identify professional development opportunities / initiatives for staff

*Organizational culture building*

- Take the lead on implementing activities and events oriented around team-building
- Assist in brainstorming initiatives to codify and promote GD's culture and values

**Desired Qualifications:**

- Must have a Diploma or Degree in Human Resource
- +2 years HR experience required
- Fluent in English
- Exceptional organizational skills and attention to detail
- Exceptional communication skills, including ability to navigate challenging HR situations that involve complex inter-personal dynamics
- Capacity for motivating and building consensus across a large team
- Proficiency with MS Excel and Word
- Strong ownership mindset and ability to work in a self-directed manner
- Comfortable operating in a culture of direct, candid feedback

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