

Job opening:
MenEngage Global Alliance is looking for a
Operations & HR Manager

MenEngage Global Alliance seeks a full-time Operations & Human Resources (O&HR) Manager to oversee the organizational development and human resource functions of its Global Secretariat office and team.

About MenEngage Alliance

MenEngage Alliance is an international civil society network working to transform masculinities and engaging men and boys to advance women's rights and gender justice for all. The Alliance consists of more than 1000 member organizations across more than 90 countries, working together through country, regional, and global networks. Through its advocacy, networks-building and communications work, the Alliance plays a pivotal role in shaping the international agenda on work with men and boys from a feminist perspective.

MenEngage Global Alliance is registered as a 501(c)3 non-profit organisation in the USA. Its Global Secretariat (GS) runs the daily operations of the Alliance at the global level. The GS currently has a diverse multicultural staff team of 10+ individuals working decentralized across time-zones from their home-based offices in countries across the world.

About the position

The Operations & Human Resources Manager (O&HR Manager) will oversee and strengthen the operational management, administrative and human resource functions of the MenEngage Alliance Global Secretariat office and team. This will include leading on all matters related to organizational administration, operational and official procedures, ensuring organizational effectiveness, communication, safety and team well-being. The position will provide hands-on support for procurement of contractors and making travel and meeting arrangements. The position will perform a key role in ensuring compliance and development of the registered non-profit organization in the United States. The position will serve as the lead manager on human resource matters, including issues of HR policy, local and labor laws in the US and abroad as needed. This position will contribute to strengthening feminist culture, organisational models, and team engagement. Overall, the position will contribute to the further professional development of a growing and evolving organisation, striving to uphold the highest human rights and justice standards in its operations and work environment.

Roles and responsibilities

The Operations and Human Resources Manager will be a proactive and energetic professional who is experienced in handling a wide range of executive support-related tasks and administrative duties, and able to work independently with little or no supervision. The professional will be self organized, accountable, flexible, and capable of supporting an organization and team of diverse expert professionals from multilingual and multicultural backgrounds based out of various countries/time zones.

The key roles and responsibilities of the O&HR Manager will include, but not be limited to:

- Manage all **organizational policies**, including seeing to their implementation, coordinating staff training, conducting periodic reviews, and updating as relevant to meet the latest sector requirements;
- Maintain **administrative** systems, operations and procedures, including streamlining the organization's record keeping system and use of its internal communications tools;
- Provide **administrative and logistical support** for organisational activities, travel and meetings, including procurement and bookings of consultants, transportation, accommodation, venues, catering and supplies;
- Provide oversight of the organisation's **financial management and strategy**, in collaboration with the leadership and finance teams, to ensure proper and timely budgeting, financial planning, payments, expenditure monitoring and reporting;
- Manage **contracts** with donors, staff and consultants, including putting new contracts in place, coordinating extensions, and coordinating sign-off by management;
- Oversee the organizational **insurance package**, including procurement and seeing to period renewals and payments;
- Coordinate **organizational capacity assessments** required and requested by (prospective) funders and for internal requirements;
- Manage and coordinate **compliance** to organisational policies, procedures, systems and donor requirements, including filing relevant documentation, maintaining record of and ensuring timely meeting of deadlines;
- Oversee the organization's **compliance with USA-based non-profit** requirements, including registration, legal matters, taxes and related payments;
- Manage **daily operations and office support**, such as printing and mailings, as well as prepare organisational letter and official communications;
- Contribute to **meetings with senior management** and finance teams;

- Proactively contribute to **strengthening operations and team management processes**, together with Global Co-Directors, including sharing knowledge and practices that add value to effective administrative, office and HR functioning;
- Contribute to a **working environment** that is healthy and empowering for all team members and that encourages open, honest and productive communications.
- Manage **staff recruitment** processes, including developing and posting positions, coordinating selection processes, and organising inductions for new team members to facilitate smooth onboarding;
- Lead on **strengthening team capacities** in collaboration, coordination, and operational administrative and finance related tasks;
- Manage **payroll processes**, together with finance staff, including timesheet record keeping, staff payments, and periodic salary-scales analysis and reviews;
- Update and see to the implementation of the **staff leave policy**, including receiving and processes leave requests and maintaining the leave register;
- Develop and manage the implementation of the organisation's **staff well-being policy**;
- Coordinate **staff performance appraisals**, including gathering 360 review inputs from staff, members and partners, and writing the reports;

Further roles, responsibilities and tasks will be developed and added as the team and work evolve.

Requirements & preferred qualifications

- At least 5 years of experience working in non-profit organization management;
- Demonstrated knowledge of working on and coordinating above mentioned roles and responsibilities;
- Demonstrated experience with working in multi-sectoral and multi-cultural working environments;
- Highly organized, independent, self-organized and proactive;
- Demonstrated ability to achieve goals and meet deadlines in a fast-paced environment;
- Strong interpersonal skills, and ability to work well with a wide variety of people across various contexts;
- Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook), Google Docs internet-based tools, and Slack communication platform;
- Excellent reading and writing skills in English (required), Spanish and/or French (preferred);

- Familiarity with US non-profit 501(c)3 organization requirements (preferred, though it is not required to be based in the USA);
- Experience working with gender equality and related objectives (preferred);
- Commitment to women's rights and gender justice for all, as part of the broader agenda for human rights, climate- and social justice;
- Demonstrable experience with developing and implementing feminist-informed, decolonial organizational models and cultures that center care, mutuality, collaboration, and power share.

Practicalities of the position

- This is a full-time position (32-40 hours a week).
- The position is remote: the O&HR Manager will work from their home office or a nearby remote office location to be identified by them. Financial support for facilitating remote work is provided.
- Work-hours are flexible to facilitate collaboration across time-zones. Daily peak hours for online meetings are 9:00AM - 1:00PM US Eastern time-zone.
- This position reports to the Co-Directors and forms part of the Management Team/core-staff team.

What we offer

- Competitive salary for sector standards in the location where the person is based;
- Compensation package including coverage for health insurance and retirement contribution;
- Flexibility in work-hours to meet personal needs and work-life balance;
- An exceptionally horizontal and inclusive team and work environment.

Application process

Please submit a motivation letter and resume through [this form](#) as soon as possible. Or send an email to info@menengage.org with the subject "Application for O&HR Manager".

Applications will be reviewed on a rolling basis. Only applicants selected for interviews will be contacted.

MenEngage Global Alliance is an equal opportunity employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.

For more information about MenEngage Alliance see www.menengage.org