

Human Resources Manager

Position Summary: Human Resources in Teach for the Philippines is of critical importance and covers a broad range of significant responsibilities. While pieces of the role are administrative in nature, other – larger pieces – are about strategy setting, human development, and helping the Executive Team leverage and keep connected, the powerful network of Teach for the Philippines Teacher Fellow *Alumni* and Staff *Alumni*. The ultimate purpose being the creation of a wholly aligned and integrated human resources network that is thriving and committed to our Vision and Mission for the country - in short, the nation building movement that we all work towards.

- **Why is this role important?** Apart from actively drawing the parameters around which all Teach for the Philippines employees discipline themselves, and apart from the ensuring that the organization stays aligned with Philippine labor code, as well as global best practice in HR, *the most important job of the Human Resources team is to create and cultivate the culture and meritocracy that we wish to see in this country.* We need to first model our hopes for our country's governance and society amongst our own team – changing mindsets and developing critical thinking and problem solving ability from within.
- **How does the job fit within the organization?** Internally, the proactive and resourceful Human Resources team makes up the backbone of Teach for the Philippines. The team and its team lead – the Manager – are also the organization's foremost 'culture ambassadors'. *Also, it is key to understand that our organization is unique in its cultivation of program "alumni",* thus there are some external functions expected of the role. Externally, this role works actively to help the Executive Team maintain and cultivate the network of Program Alumni and Staff Alumni. Ensuring alignment and communications from inside and outside the organization.
- **What position does this job report to?** In the absence of a Director, this role reports directly to the Chief Executive Officer and works under the CEO function. This role, to a certain extent the role will also be required to work cross-functionally with the Operations and Programs Team for special projects, especially for alumni.
- **What is the span of control of the role?** A Manager in Teach for the Philippines has relative freedom to drive the success of his/her team or solitary function. The organization's leadership believes in hiring individuals for specific talents and skill sets; and then with trust and good faith, subsequently allowing those individuals to exercise significant control on their teams – so long as they achieve pre-agreed upon goals and maintain the shared objectives of the organization, as well as do work that fits within the parameters of both the organization (Core Values and Employee Handbook) and their function team's specific framework. *There is space in this role to move up towards Director.*

RESPONSIBILITIES	QUALIFICATIONS
<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Help the Director implement an integrated human development/training modules and systems that are aligned to the organization's Program Framework. • Help the Director manage and oversee the day-to-day operations of TFP's Headquarters • Help the Director ensure a competency continuum in the HR staffing process for Staff - ensuring that the staff we attract and retain are not only qualified, but are measured and developed appropriately. • Complete payroll instructions and collaborate with Finance to ensure accuracy of payroll registers, timely release of salaries, and annual payroll compliances with BIR. 	<p><u>Role Requirements</u></p> <ul style="list-style-type: none"> • Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines. • Bachelor's degree required, Masters preferred. • At least 5 years working experience is required. • At least 5 years management experience required. • Ability to work autonomously.

- Serve as primary liaison to Finance Team and the external Payroll Provider to ensure the accurate transfer of data and proper documentation for all employee actions
- Proactively seek new, and maintain relationships with important Human Resource professionals and university officials in order to stay a step ahead in movements in the field of talent attraction and development.
- Learn, maintain, and keep organized the HR files of Teach for the Philippines.
- Open to working on special projects to support ambitious goals - for example, working with the Executive Team to develop ways in which to develop and leverage the alumni network.
- Manage the work and deliverables of the HR Associate.

Staffing:

- *You are only as good as your people.* Hiring of the right talent is critical to the organization's success. - Research salary bands and on the competitiveness of the organization in the job market
- Maintain and update the online Job Description Database
- Maintain and update the unique and confidential selection procedures of Teach for the Philippines. Ensuring alignment with the Transformational Leadership Continuum.
- Pro-actively execute methods for enhancing recruitment and staffing, making both more efficient and specific
 - Participate in the interviewing and hiring of staff.
- Implement and manage the Civic Engagement (Internship) Program.
- Lead HR onboarding of all new employees and Teacher Fellows
- Manage and update the online Job Description Database
 - Ensure that the website always reflects the most complete version of the Job Description

Alumni Relations

- Cultivate and maintain a database (and a relationship) with all Staff Alumni and Teacher Fellow Alumni. Work to ensure their continued engagement.
- Be open to undertaking special projects with the Executive Team to promote and engage Alumni.

Workplace Policies and Staff Retention

- Model and develop a positive staff culture and community
- Work with the HR Director and Executive team to:

Skill Competencies

- Ability to communicate (in writing and in speech) in both English and Filipino
- Outstanding interpersonal and communication skills – communicating up, down, laterally, and externally.
- **Excellent attention to detail - meticulous.**
- **Excellent organizational skills.**
- Strong written skills.
- Ability to juggle multiple tasks at once.
- Ability to make decisions and operate on them.
- Strong technological skills (including knowledge of Microsoft Office and Google suite of products) are preferred.
- Administrative support experience is preferred.

Character Competencies

- Deep commitment and excellent Ambassador of Teach for the Philippines' Core Values.
- Professional demeanor.
- Ability to work well with multiple stakeholders – international and local.
- Flexible.
- Humble.
- Ability to juggle several tasks at once.
- Ability to deliver high-quality and meticulously inspected results on deadline.
- Resourceful and able to be proactive/use initiative - A doer, not just a thinker.

- Improve the current onboarding process
- Set and communicate organization's compensation and benefits structure and policies.
- Enforce Code of Conduct
- Run *All Team Meetings*
- Work with the Executive Team to continuously improve the official Employee Handbook. Policy reviews are done every December and June.
 - Implement the Employee Engagement Survey (EES) in February of every year.
 - Conduct Focus Group Discussions as a result of the annual EES
 - Review policies with consulting Labor Lawyers
 - Officially (through the EES) and unofficially evaluate employee retention and staff satisfaction.
 - Implement *Engaging for Results* in August/September of every year with Boston Consulting Group.
- Manage and support the two annual Staff Retreats.
- Ensure that due process is legally carried out in handling employee discipline.

Regulatory Issues, Sustainability, and General Responsibilities

- Request and obtain annual Certificates of Clearance from SSS, Pag-Ibig, PhilHealth and when applicable, the SEC.
- Maintain the scheduling and assist in the updating/writing of process documents (Manual of Operating Procedures (MOPs)) of Teach for the Philippines.
- Create and maintain databases to meet office needs - including, but not limited to, the Human Resources Tracker, Daily Time Records Trackers, and 201s. Ensure their accuracy daily.
- Aid in the organization of Staff and Participant's programming events such as securing donated materials and creating, and sending organization-wide mailings, especially those having to do with updated laws.