

VACANCY ANNOUNCEMENT:

Global HR Manager, People & Culture Unit

Company Overview:

Samuel Hall is a social enterprise specialising in migration and displacement research. Our rigorous research approach informs policies and programs and connects communities to change-makers for more inclusive societies. Structured around three pillars, including Research & Policy, MEAL, and Data Standards and Analytics, the company has offices in Kabul, and Nairobi, and staff working remotely.

The company has registered its holding in the Hague, Netherlands, where it aims to situate core functions including finance and human resources, to begin with. Samuel Hall partners with global organisations (United Nations, governments, and non-governmental organisations – NGOs) as well as universities to better understand, remove, and reduce barriers to migration and inequalities in the world. With ongoing conflicts, instability, climate change, and socioeconomic inequalities, our work remains crucial in providing evidence-based solutions. The company is currently composed of 45 full-time staff members. Learn more at <https://www.samuelhall.org/>.

Position Overview:

We are seeking an experienced Global HR Manager to work in the People & Culture Unit and report to the Director of People & Culture. This is a newly created role within a small, fast-paced team, ideal for adaptive and creative thinkers eager to contribute and help shape innovative processes and strategies. You will design, implement, and manage HR systems, policies, and tools to support global operations and ensure compliance. This new role contributes to HR transformation by enhancing operational efficiency and providing technical expertise to the HR team.

This will be a full-time role (1 FTE), with openness to consider applicants able to work 0.8 FTE. This role is based in The Hague, operating on a hybrid basis with significant flexibility for remote work. Occasional travel to Nairobi, Kenya (1-2 times per year), may be required.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programs, and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience in complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia, and the United Arab Emirates, we are based in the regions we study.

We have over ten years of experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations, and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team players who can add value from the very start, expand our knowledge, and help us maximise our social impact.

Tasks & Responsibilities

- **Systems and Tools Development:** Create and manage systems for function grids, pay scales, and compliance tracking to support global HR operations.
- **Policy and Compliance:** Develop and maintain HR policies, ensuring alignment with global best practices and local labour laws in the different countries where Samuel Hall operates.
- **HR Data and Reporting:** Oversee global HR data collection, management, and reporting, ensuring accuracy and timeliness.
- **Collaboration and Support:** Partner with regional HR staff to streamline processes and tools, ensuring alignment and efficiency.
- **Capacity Building:** Provide guidance and training to implement new systems and tools.

Key Competencies

- **Strategic Thinking:** Ability to align systems and policies with organizational goals.
- **Analytical Skills:** Proficient in data analysis and reporting to support evidence-based decision-making.
- **Attention to Detail:** Strong focus on accuracy and compliance in policy and data management.
- **Collaboration:** Skilled in working across teams and locations to implement solutions effectively.
- **Change Management:** Ability to lead and facilitate transitions to new systems and practices.

Opportunity to make an impact

This position calls for an individual who wants to make a real difference around the world, and who believes and is passionate about our company's ethos, which is working with marginalised populations and connecting communities with changemakers for more inclusive societies. Our organisation was selected as part of Stanford University's Seed Transformation Program as a social enterprise of the Global South working towards scaling and sustaining its social impact in the world.

Vacancy Requirements

Required

- Bachelor's degree in HR, Business Administration, related field or equivalent experience. A Master's degree or professional accounting qualification is highly desirable.
- A minimum of 5 years of progressively responsible HR leadership experience, operations, and systems management with a track record of success.
- Membership with a recognised HR professional body, such as SHRM etc and in good standing
- Strong knowledge of labour laws and regulations, and familiarity with different jurisdictions.
- Proven experience in talent acquisition and managing recruitment and onboarding processes.
- Previous involvement in compensation and benefits strategy (salary benchmarking, bonus structures, and benefits)
- Proficiency in developing and updating HR policies and procedures to ensure compliance with legal requirements and industry best practices.
- Strong analytical skills, with the ability to use HR metrics/data to drive strategic decisions and continuous improvement.
- Familiarity with HRIS, software programs, and systems for efficient HR management and software solutions.
- Demonstrated expertise in employee relations, with the ability to handle complex issues, mediate conflicts, and maintain a positive work environment.
- Experience working in diverse and inclusive environments, promoting cultural sensitivity and awareness.
- Multinational organisation experience, particularly in managing HR functions in different countries or regions is desirable.
- Fluency in English is required; proficiency in Dutch, and/or French is an asset.
- Based in the Netherlands with the right to work in the country.

Our Offer

- A Dutch employment contract initially for 12 months with a trial period.
- Salary range from €5,500 gross per month, based on 40 hours per week (exact salary based on experience).
- Hybrid working with flexibility to work several days a week from home.
- Compensation for health insurance costs.
- Support to follow training and/or courses where relevant

| | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Location | The Hague, Netherlands with significant flexibility for remote working |
| Position | Global HR Manager (Readvertised) |
| Salary | €5,500 gross per month, based on 40 hours per week |
| Vacancy closure | January 31st, 2025 |
| How to apply | All applicants should follow this link to apply: https://app.testgorilla.com/s/sohx7s7w |

Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews will be conducted on a rolling basis.