

The Charles Darwin Foundation for the Galapagos Islands is recruiting a Director of Human Resources

Application deadline: Rolling – open until position is filled. We will commence initial application reviews on July 8th.

Type of contract: Laborer (following the regulations of the Galapagos Special Law)

Introduction

The Charles Darwin Foundation (CDF) is an international non-profit organization founded in 1959 with an operational base in the Galapagos Islands, a UNESCO world heritage site located 1,000 kilometers off the coast of Ecuador. All research programs operate from the Charles Darwin Research Station (CDRS) under the mission of CDF which is *to tackle the greatest threats and challenges to Galapagos through scientific research and conservation action, in order to safeguard one of the world's most important natural treasures.*

Objective of the position

The Charles Darwin Foundation is seeking a motivated and an experienced Human Resources Director, who will be responsible for developing, implementing, and managing all aspects of the Human Resources Area. This includes recruitment, hiring, development and retention of the best human talent for CDF to ensure compliance with the established objectives outlined in CDF's Strategic Plan while strengthening organizational culture.

Required profile

- Undergraduate degree in Business Administration, Psychology, or Social Work, among other related disciplines, and a strong preference for candidates with a Master's degree in disciplines such as Human Resources Administration, Public Relations, Industrial Psychology, or similar.
- At least 8 years of experience working in a similar position(s); preference will be given to candidates with at least 2 years working in Latin America and especially in Ecuador.
- Knowledge of Occupational Safety and Health regulations, Labor laws, selection and personnel recruitment, and others areas relevant to Ecuador.
- Experience managing diverse, multicultural and multi-disciplinary personnel.
- Experience in building and managing a comprehensive organizational culture strategy.
- Knowledge of HR within a non-profit management framework.
- Language proficiency: Spanish fluency (oral and written) is required as well as an advanced knowledge of English (written and spoken).
- Excellent interpersonal, negotiation and mediation skills.
- Ability to work in a dynamic environment that presents numerous opportunities, unforeseen events and challenges, and also one that is characterized by limited logistical resources and geographic isolation.

Activities

Compliance

1. Align HR priorities and goals with the current strategic goals of CDF as outlined in the 2022-2027 Strategic Plan, working closely with the Executive Director, and executive leadership team and staff to achieve this.
2. Create, update and develop when required, procedure manuals, policies and regulations for the proper management of human resources (staff, volunteers and scholarship holders), and ensure their compliance.
3. Plan, implement, and lead a comprehensive Human Resources (HR) strategic program that secures the consolidation of the organizational culture within all areas to support CDF's conservation goals in the Galapagos Islands.
4. Ensure effective and efficient compliance with labor legislation related to all issues of the organization's personnel: MRL, IESS, SRI, the local Galapagos Government Council, Ministry of Foreign Affairs, Ministry of the Interior, and others in accordance with current regulations.
5. Comply with the policies, procedures and regulations of the Institution.

Leadership

6. Supervise, mentor, coach, support, and direct the HR team and their activities to meet strategic and annual goals.

Management

7. Review and maintain updated Terms of Reference of all CDF personnel, including the description of positions and carry out a position analysis to propose improvements to the institutional organization chart, if necessary.
8. Supervise and execute the recruitment, selection, hiring and onboarding processes for all personnel.
9. Direct, supervise, and execute the training and orientation of new staff and volunteers both before their arrival and during their stay at the CDF.
10. Supervise and execute the personnel performance and development evaluation program on an annual basis.
11. Participate in the planning and determination of annual salary increases and any associated compensations.
12. Propose improvements to update and innovate the CDF volunteer and scholarship program.
13. Prepare the annual operating plan for the Human Resources area.

Staff wellbeing

14. Effectively advise directors, project leaders, and coordinators on issues related to personnel management and wellbeing.
15. Coordinate and execute integration activities, aimed at improving the work environment and strengthening interpersonal relationships.
16. Effectively manage all issues related to the Health and Safety of operations at CDF.
17. Efficiently manage the insurance policies of CDF personnel in coordination with the Executive Director.

Normatives

18. Work closely with the CDF legal advisor on processes related to personnel.
19. Maintain constant communications with the Financial Director to manage payment schedules.

Skills

- Strong leadership skills
- Strategic-minded and highly organized
- Outstanding interpersonal and communication skills

- Excellent conflict resolution and mediation abilities
- Diplomatic communications and service oriented
- Strong team work ethic
- Adaptable and able to work under pressure
- Empathy and patience

Employment Conditions

The HR Director reports to the Executive Director of the CDF, and will be based in the Charles Darwin Research Station Office on the island of Santa Cruz, Galapagos, Ecuador.

The HR Director will faithfully comply with the rules, regulations and procedure manuals of the CDF, as well as strictly observe and comply with the rules and regulations of the Galapagos Protected Areas.

The benefits will be negotiated according to the qualifications of the candidate.

Restrictions

****Please note that it is strictly prohibited to bring domestic pets into the Galapagos Islands****

To apply

Those interested in this position should send the following information via e-mail to pro.seleccion@fcdarwin.org.ec.

- An up-to-date resumé.
- A letter of interest in English (2 pages maximum), describing your interest in the position and skills according to the minimum requirements outlined above.
- The names and email addresses of three professional references and two personal references.

We kindly ask you to send all the necessary documents in a single PDF file. If you need additional information, you can reach us at the same e-mail listed above.