



## JOB DESCRIPTION

<b>Position:</b>	Human Resources Business Partner, Andes-Amazon Orinoco-Region (AAO)
<b>Reports to:</b>	Andes – Amazon – Orinoco (AAO) Regional Director, with a dotted line to the LATAM HR Director.
<b>Location:</b>	WCS Country Office in the Region (Bolivia, Brazil, Colombia, Ecuador, Peru)
<b>Division:</b>	Global Conservation Program, Andes-Amazon-Orinoco region
<b>Position Type:</b>	Full-time
<b>Internal liaison:</b>	Regional Business Manager and the relevant support team: Grants Managers, Program Managers and Program Officers, Country Office Program Directors, Finance Managers, HR Focal Point.
<b>Expected travel:</b>	Approximately 15% to project sites and field offices in Andes-Amazon-Orinoco Region (Peru, Brazil, Bolivia, Colombia, and Ecuador)

The Wildlife Conservation Society (WCS) is an international conservation NGO headquartered at the Bronx Zoo in New York City working to save wildlife and wildlands and to meet global conservation challenges in over 60 countries in Africa, Asia, and the Americas. WCS is organized into a set of regional programs, which includes the Andes-Amazon-Orinoco (AAO) region, comprised of Bolivia, Brazil, Colombia, Ecuador, and Peru country programs, in addition to region-wide engagement on a variety of conservation matters.

To support this regional program, WCS seeks a dynamic, well-organized, and hard-working team player to ensure the necessary human resources and support systems are in place at the regional level, and supporting and backstopping country programs.

### Job Summary:

The AAO Human Resources Business Partner will support the HR function in the region including talent acquisition, organizational planning, compensation and benefits and employee training, while supporting HR strategic planning efforts. He/she will manage the day-to-day operations of human resources at the regional level, as well as the administration of the human resources policies, procedures, and initiatives. He/she will act as HR focal point that works directly with the country program leadership and HR dedicated staff within these programs, providing advice on HR best practices and general administrative matters and act as an internal HR consultant to help to build HR capacity going forward.

### Major Responsibilities

- Responsible for the day-to-day management of human resources operations in the region.
- Support the development of regional HR strategies that support the goals and objectives of the AAO region.

- Develop, review and or update regional human resources policies and procedures (compliant with and ensure they are effective, efficient, fair, and transparent, and promote equal opportunities) including operating procedures, tools, resources, and HR metrics.
- Ensure compliance with local labor laws in coordination with local offices for regional staff.
- Assess staffing needs for the AAO region as required. Identify and help to recruit new and replacement staff including scheduling of contract extensions, new contracts, and necessary terminations to accomplish for workforce planning.
- Prepare regional job descriptions, terms of reference and submission of personnel requisitions in coordination with the regional team to coordinate the timely and effective recruitment of personnel.
- Oversees the recruitment, selection process, and onboarding of the regional staff. Provide information to all employees regarding their Benefits. Ensure a complete orientation/onboarding package is in place and the staff are oriented on time.
- Assist in development and implementation of HR initiatives for the programs such as workforce planning, HR capacity building, learning and development, performance management, recruitment support, etc. to ensure countries have the right talent in the right places at the right time.
- Implement an effective performance management process adhering to institutional guidelines on the matter. and link the results of that process to salary review, performance targets, promotion, training and, where appropriate.
- Develop policies and procedures for continuous identification of training needs of the staff. Organize appropriate training programs for employees. Ensure pertinent regional org charts, contact lists, and information flow lines are constantly updated and widely shared.
- Monitor timely update of personnel records (HABD, personal details, position, salary, leave records, training). Coordinate with finance staff in payroll administration by providing input with respect to allocations or salary changes: increment, special payments, etc.
- Build HR knowledge, expertise, and capacity leveraging internal and external resources.

Perform other duties as determined by the Regional Director.

#### **Minimum Requirements:**

Candidates must have strong interpersonal skills, excellent written and oral communication skills, and be comfortable participating both as an effective contributor, leader, and listener in group settings. She/he must be well organized, self-motivated, resourceful, effective, and efficient at coordinating multiple resources to get things done, with strong attention to detail; able to work on multiple tasks at multiple levels and switch between them; able to foresee and plan around obstacles.

- Bachelor's degree in business, or organizational development, or other related field is required. Master's degree a plus.
- Experience in organizational planning, performance management, employment law, compensation, organization development or employee relations is required.
- Minimum 5+ years of progressive HR generalist experience
- Minimum 3+ experience in implementing and monitoring the compliance of HR system, policies and procedures, preferably the context of an international organization. Experience in developing HR systems, policies and procedures is an advantage.
- Broad knowledge and experience in organizational planning, policy development and documentation, compensation and benefits administration, performance management and improvement systems, employment law, organization development, employee relations, and training and development.
- Experience of working in multi-cultural environment.
- Spanish and English fluency required. Competency in Portuguese is a plus.
- Strong collaborator with effective interpersonal and analytical skills who is able to work seamlessly across countries, cultures, and organizational units.

- Demonstrated ability to work, manage, and meet competing deadlines in a fast-paced, high volume environment; aptitude for problem solving and decision making needed
- Possess strong negotiation, influencing and communication skills.
- Ability to travel internationally roughly 15% of the time.

WCS is an equal opportunity employer and complies with all labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the selection and hiring process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and looking for future team members who share the same values.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate based on age, color, race, disability, gender identity, national origin, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.

**Only short-listed candidates will be contacted for interviews.**