

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

Application deadline: March 15, 2023

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

Introduction

The mission of the Charles Darwin Foundation (CDF) and its scientific station is to provide knowledge and support through scientific research and complementary actions to ensure the conservation of the environment and biodiversity of the Galapagos Archipelago.

The objective of the position

CDF is seeking a Director for Human Resources to join its work team. The candidate needs to efficiently manage recruitment, hiring, development, and retention of the best human talent for CDF to ensure compliance with the established objectives outlined in the Strategic Plan while strengthening organizational culture.

Required profile

- Undergraduate degree, preferably with a Master's in Human Resources Administration, Industrial Psychology, or similar disciplines.
- Microsoft office management, Occupational Safety and Health regulations, Labor Law, Selection, and personnel recruitment.
- At least eight years of experience working in a similar position(s); preference will be given to candidates with at least two years working in Latin America.
- Experience with management of multicultural and multi-disciplinary personnel.
- Language proficiency: Spanish fluency (oral and written) and advanced English are required.
- Excellent interpersonal skills.
- Ability to work in a dynamic environment that presents numerous opportunities, unforeseen events, and challenges and is characterized by limited logistical resources and geographic isolation.
- Leadership by example
- Positive service attitude
- Effective communicator
- Takes initiative
- Goals oriented
- Teamwork
- Ability to work under pressure and often with short deadlines
- Adaptability to change
- Global vision for the organization
- Excellent negotiator and facilitator

Activities

1. Create, update, and develop procedure manuals, policies, and regulations to properly manage human resources (staff, volunteers, scholarship holders) and ensure compliance when required.
2. Review and maintain updated Terms of Reference of all CDF personnel, including the description of positions.
3. Supervise and execute all personnel recruitment, selection, and hiring processes.
4. Direct, supervise, and execute the training and orientation of new workers and volunteers before and during their stay at the CDF.
5. Ensure effective and efficient compliance with labor legislation related to all organization personnel issues: MRL, IESS, SRI, Galapagos Government Council, Ministry of Foreign Affairs, Ministry of the Interior, and others by current regulations.
6. Develop strategies for the optimal implementation of the institutional Strategic Plan.
7. Carry out a position analysis and propose improvements to the institutional organization chart.
8. Supervise and execute the personnel performance and development evaluation program annually.
9. Participate in the planning and determination of annual salary increases and any associated compensations.
10. Coordinate and execute integration activities to improve the work environment and strengthen interpersonal relationships.
11. Efficiently manage the insurance policies of CDF personnel.
12. Propose improvements to update and innovate the CDF volunteer and scholarship program.
13. Prepare the annual operating plan for the Human Resources area.
14. Establish mechanisms for adequately fulfilling the tasks of the personnel who report to the Director while optimizing human and financial resources.
15. Effectively advise directors, project leaders, and coordinators on issues related to personnel management.
16. Lead legal processes related to personnel.
17. Maintain constant communications with the financial director to establish payment schedules.
18. Support the purchasing and acquisitions department, if required, in the recruitment and selection processes for professional services consultancies needed for the different areas of CDF.
19. Effectively manage all issues related to the Health and Safety system at work.
20. Meet other requirements of the Executive Director and staff in general.
21. Carry out other activities related to the management of the position as needed.

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 and strictly observe and comply with the laws and regulations of the DPNG.

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

How to apply

Those interested should send the following information via e-mail to director.rrhh@fcdarwin.org.ec

- Resumé.
- Letter of interest (2 pages maximum) describing your interest in the position and skills according to the minimum requirements for this position.
- The names and email addresses of three professional references.
- Names and email addresses of two references who can provide personal recommendations for the candidate.

Please send all the necessary documents in a single PDF file. If you need additional information, you can reach us at the same e-mail.