

Corporate HR International, Senior Manager

Job Number: 1100002567

Job Description:

The Senior Manager, Corporate HR International Coordinator is responsible for coordinating and being the single point of contact (POC) for all HR support to our international operations. This position will be the ICF HQ primary coordinator and contact point for the HR international staff to ensure the assistance they need is easily obtained and supported.

Responsibilities:

- Work closely with VP, International Operations Management on developing policies and guidelines for expats, locals and TCNs (re: allowances, forms, process, payroll and tax etc.)
- Develop and manage the implementation of the company's international mobility policy and programs
- Using outside council, ensure all international employee handbooks (including employment laws and regulations) fit with the ICF desired culture, while being country-specific compliant
- Manage the international relocation program with outside vendor (relocations going from the U.S. to other countries; and TCNs to the U.S. or other duty station)
- Manage the company's immigration policies and programs, coordinating visas, etc.
- Provide guidance to Recruiters , HRBPs and operating groups on international issues and HR issues for local staff.
- Work closely with HR's corporate Benefits team on coordinating benefit plans and understanding statutory requirements to be implemented in specific countries
- Work with legal on templates for employment agreements, offer letters, handbook compliance
- Coordinate payment of invoices of outside vendors supporting our international HR programs
- Coordinate all international compliance training programs between HR's Learning Institute and the HR international team

Basic Qualifications:

- 10 years of experience supporting international HR in a dispersed, complex organization
- Direct experience with HR support of USAID contracts

Preferred Skills and Experience::

- Bachelor's or Master's degree
- Experience living and working outside the US
- Experience building HR functions in the context of a global organization
- GPHR or SPHR
- Willingness to travel internationally at least 20% of the time, with extended periods to establish and stand-up USAID country offices

Professional Skills and Experience:

- Excellent communication skills (both oral and written)
- Excellent interpersonal and collaboration skills
- Strong service orientation

ICF offers an excellent benefits package, an award winning talent development program, and fosters a highly skilled, energized and empowered workforce.

ICF International is an Equal Opportunity and Affirmative Action Employer - M/F/D/V

For a listing of other career opportunities at ICF, please visit our Career Center at www.icfi.com/careers/

To apply online for this position, please visit:

https://icfi.taleo.net/careersection/icf_prof_ext/jobdetail.ftl?lang=en&job=1100002567