(Senior) Human Resource Associate

Summary

IPA Peru has been leading field-based randomized evaluations in the country since 2003. Our work in Peru is defined by strong engagement with key decision-makers and foundational research in: education, gender-based violence, social protection, financial inclusion, and health.

The (Senior) Human Resource Associate shall be under the general supervision of the Deputy Country Director. The role will operate within the limits of Innovations for Poverty Action policies and procedures to help coordinate and facilitate the office's HR activities, functions, and processes. The candidate must have excellent communication skills, be able to work collaboratively in a team environment, and be well organized when performing strategic duties to ensure compliance with IPA policies and processes. The candidate also needs to have sound knowledge of HR policies, procedures, and best practices and demonstrated understanding of Peru's labor and employment laws.

Responsibilities

- Identify legal requirements and government reporting regulations affecting human resource functions and ensure policies, procedures, and reports comply.
- Support, in collaboration with HR team, the Country Office recruitment processes and ensure that all required documentation is correctly stored and organized.
- Conduct orientation processes for new staff and ensure their on-boarding process (effectively conducted by staff supervisors).
- Provide training, support and advice on performance management and ensure performance reviews are conducted when required as per the IPA policy and procedures; monitor the evaluation process at all stages and ensure that staff and supervisors complete the review process in a timely manner.
- Coordinate and program staff training activities together with Country Office Leadership.
- Establish and maintain personnel files, ensuring all emergency data forms are filled and safely filled.
- Prepare and send certificates of employment in line with local regulations.
- Work with Global HR team to review and apply human resource and administrative policies and procedures in the country office and ensure that they are effective, efficient, fair and transparent, and promote equal opportunities.
• Work with Global HR and Country Office Leadership to resolve employee relations issues.
• Train staff on human resource policies and procedures at IPA.
• Oversee events for staff members integration (celebrations, birthdays, among others).
• Ensure all the HR functions are digitized through effective processes and systems.

Qualifications

- Bachelor's degree in Human Resources or related field
- 3+ years of experience in HR
- Demonstrated understanding of the labor and employment laws in Peru
- Sound knowledge of HR policies, procedures, and best practices
- Excellent communication skills, both verbal and written
- Ability to handle confidential information with discretion and professionalism
- Proficiency in Microsoft Office, especially Excel and PowerPoint
- Ability to work collaboratively in a team environment
- Strong attention to detail and ability to prioritize tasks effectively
- Demonstrated ability to solve problems and make decisions independently
- Willingness to learn and adapt to changing HR trends and regulations
- Strong organizational skills and ability to multitask in a fast-paced environment.

Preferred Qualifications:

- Familiarity with HRIS (Human Resources Information System) and ATS (Applicant Tracking System) software

Application Instructions

Apply now

About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world’s poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence on which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

IPA's Commitment to Diversity, Equity, & Inclusion (DEI)
As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click here to learn more about IPA’s commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org.

** Please note that only qualified applicants will be contacted by the hiring manager.

** Reports to

Deputy Country Director, Peru & Paraguay

** Deadline to apply

Rolling basis

** Desired start date

ASAP

** Location

Lima, Peru