



Lead, Total Rewards

Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Lead, Total Rewards responsible for managing the compensation function of People Support IJM Philippines. The Lead, Total Rewards plans, develops, and implements compensation programs, policies and procedures to align with IJM's goals and best HR practices. This position is also responsible for ensuring that IJM's compensation programs are consistently administered in compliance with internal policies and labor laws in Philippines.

The position reports to the Head, Human Resources.

Responsibilities:

- Management of payroll plans for IJM Philippines local and regional hosted staff members;
- Assessment, selection and implementation of provider for group health, life, accident insurance, ensuring HMO comprehensive coverage;
- Provides advice to staff members on salary decisions and job evaluations;
- Participation in salary surveys and monitor salary survey data to ensure that IJM compensation objectives are followed;
- Facilitation of job market research and benchmarking;
- Compliance with government regulations and labor laws;
- Resolution to staff concerns regarding compensation and benefits; and
- Evaluation of total rewards programs effectiveness and ensuring employee satisfaction.

Payroll Administration

- Process full cycle (hire to end of contract) monthly end-to-end payroll processing of all IJM Philippines staff members using Sprout Payroll Solutions payroll software;
- Coordinates with Finance and partner bank to facilitate crediting payroll to employee payroll bank accounts;
- Provide payslip on time;
- Serves as subject matter expert on SSS, Pag-Ibig, Philhealth, WISP, EC; ensuring timely remittances and provides solutions to related staff members' requests/claims;
- Ensures accurate withholding and remittance of income taxes;
- Research payroll questions/issues while seeking to understand the root causes and communicating recommendations for process improvement;
- Follow policies and procedures to maintain payroll compliance laws; and
- Maintaining confidentiality and protection of payroll data by adhering to legal and ethical standards.

Administration of Benefits

- Ensures processing of adjustments in pay for raises, bonuses and allowances as required;
- Responsible for enrolling, deactivating, and updating HMO members in coordination with account manager;
- Handles the preparation of certificate of employment and compensation;
- Responds to compensation and benefits related inquiries and requests for information, ensuring that issues are resolved in a prompt and professional manner;
- Act as a resource or subject matter expert for compensation and benefits systems including mentoring of relievers; and
- Interacts with all employees in a respectful manner – ensuring courtesy, patience and understanding in addressing payroll related queries.

Reporting

- Support in the preparation and submission of month-end and year-end reportorial requirements (SSS, PHIC, HDMF, BIR 2316 and Alpha list);
- Assist in other ad hoc reports as required;
- Prepare reports and forecasts to senior management, including budget; and
- Support year-end finance and internal audits.

Records Keeping and Maintenance

- Maintain efficient payroll records management for easy access/retrieval;
- Ensure that all payroll information is kept up to date and filed appropriately so that all records remain accurate and accessible; and
- Treat and maintain all payroll information and human resources related activities at the strictest and highest level of confidentiality.

Learning and Development

- Provides compensation and benefit related session to onboarding new hires;
- Assists with the delivery of training/communications on IJM's total rewards programs; and
- Leads total rewards administration of HR team by, reviewing work, training, and coaching team members.

Other Duties

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Qualifications:

- Bachelor's degree in human resources or accounting or business-related courses;
- At least 5 years of related experience in payroll processing;
- Solid exposure in HRIS or payroll software, preferably Sprout Solutions, Oracle, or Workday;
- Knowledge of all labor and local regulations and compliance requirements related to employee compensation; and
- Computer proficiency and technical aptitude with the ability to use Microsoft office.

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- Excellent organizational skills, time management and attention to detail;
- Ability to prioritize, plan and organize work to meet tight deadlines;
- Mature and self-motivated with the ability to work with minimal supervision;
- Multi-tasking abilities and can work under pressure;
- Can keep/preserve confidential information;
- Ability to work independently and meet deadlines in a fast-paced environment;
- Strong analytical skills and ability to interpret and communicate data;
- Excellent verbal and written communication skills; and
- Strong interpersonal skills in dealing with senior management.

Application Process:

Please submit your updated Resume/CV, Cover Letter, and Statement of Faith in one PDF document to phpeoplesupport@ijm.org on or before 10 January 2025.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.

**What is a statement of faith?*

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.