



Sr. Lead, Human Resources

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 **Senior Lead, Human Resources** to support the development and implementation of capacity-building, performance management, data privacy, and employee engagement initiatives. This role focuses on supporting organizational alignments and performance management processes and enhancing employee engagement to strengthen IJM's talent management and organizational effectiveness. She / he reports directly to the Head of People Support.

This a regular position based in Manila, Philippines

Responsibilities

Learning and Development

- Ensures delivery of learning activities that will support the IJM Philippines team to deliver on committed goals.
- Support the identification of skills gaps and organizational capability needs through data analysis and stakeholder consultation.
- Develop and implement onboarding and offboarding programs for the IJM Philippines.
- Together with IJM teams, gather/prepare necessary presentations to be presented at All Staff or All Hands meetings.

Support Implementation of Performance Management Processes

- Support the administration of IJM Philippines' performance management processes (e.g. goal setting, performance reviews, performance reviews, performance calibrations and appraisal cycles).
- Assist in maintaining and resolving cases related to the Performance management module by working closely with the relevant IJM teams.
- Provide support to enhance managers and staff in understanding and effectively using performance management systems and processes.

Assist in the Development of Performance Management Processes

- Support the implementation of employee engagement initiatives to enhance organization culture and staff satisfaction.
- Collect and analyze employee feedback through surveys, focus groups, and other engagement tools.
- Assist in developing action plans to address engagement survey findings and support organizational well-being programs.
- Coordinate engagement activities, including recognition programs, staff forums, and internal communication initiatives.

HR Data Analysis, Data Protection, and Reporting

- Support the implementation of HR surveys that assess/ demonstrate HR's performance and value of Performance & Engagement programs to the organization.
- Collect and analyze HR data to provide talent management linked to Performance and Engagement recommendations and trends.
- Responsible for implementing and overseeing the data privacy program to ensure compliance with data protection laws and internal policies.
- Conduct internal reviews / investigations on all reports of a non-compliance to ensure that all non-compliances are adequately dealt with.
- Consolidate and prepare country compliance reports for submission to the National Director on matters pertaining to compliance.
- Built and maintain a strong network with the external compliance community to keep abreast with laws, regulations, and best practices.
- Develop and roll-out a strong culture of compliance based on local needs and priorities.
- Management of HR team inbox and triaging of messages.

Qualifications:

- Bachelor's degree in human resources management, accountancy, business administration, or related field
- At least 7 years of experience in HR management and have an experience in a humanitarian, NGO, INGO, or development setting is preferred.
- Excellent communication skills and the ability to work collaboratively in multicultural environments.
- Strong analytical skills, with experience in data collection, analysis, and reporting.

Technical Competencies

- Demonstrated a solid understanding of information security, data privacy, and legal terminology.
- Solid exposure in HRIS preferably Sprout Solutions, Oracle, or Workday
- Knowledge of Philippines labor and local regulations and compliance requirements.
- Computer proficiency and technical aptitude with the ability to use Microsoft Office.

Non-Technical Competencies

- Mature orthodox Christian faith as defined by the Apostles' Creed.
- Excellent organizational skills, time management and attention to detail.
- Mature and self-motivated with the ability to work with minimal supervision.
- Proven ability to keep/preserve confidential information.
- Strong analytical skills and ability to interpret and communicate data.

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.

Application Process:

Please submit your updated resume, cover letter, and statement of faith in one PDF document to phpeoplesupport@ijm.org on or by **31 July 2025**.

**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.