



JOB ADVERTISEMENT

JOB TITLE: Human Resources Manager

Location: Port-au-Prince, Haiti
Reports To: Country Director
Department: Human Resources
Contract Type: Full-Time, CDD

I. ORGANIZATIONAL OVERVIEW

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid worldwide. Since 1970, Samaritan's Purse has supported victims of war, poverty, natural disasters, disease, and famine, sharing God's love through Jesus Christ. Samaritan's Purse Haiti began operations following the 2010 earthquake and continues to implement programs across WASH, shelter, livelihoods, agriculture, ministry, maternal and child health, nutrition, protection, and education.

II. POSITION SUMMARY

The Human Resources Manager provides strategic leadership, oversight, and quality assurance for all Human Resources functions within the country office. This role ensures organizational compliance with Haitian labor laws and internal policies through effective systems, monitoring, and advisory support to leadership. The position strengthens HR systems and structures and supports leadership in building a high-performing, Christ-centered workforce aligned with the mission and values of Samaritan's Purse.

This position is offered under a fixed-term contract (CDD), aligned with organizational programmatic needs and in accordance with applicable labor regulations.

III. ROLE DISTINCTION (MANDATORY STRUCTURE)

The Human Resources Manager is responsible for strategic leadership, systems oversight, and decision support across all Human Resources functions. The HR Manager directly supervises HR staff and ensures the effective execution of day-to-day administrative functions, including recruitment processes, personnel file management, onboarding coordination, payroll data preparation, and routine HR operations. While these functions are executed by HR staff, the HR Manager is accountable for ensuring they are performed accurately, efficiently, and in full compliance with organizational policies, internal controls, and applicable legal requirements.

IV. KEY RESPONSIBILITIES

1. Compliance & HR Governance

- Ensure organizational compliance with Haitian labor laws, fiscal regulations, and applicable decrees through systems, monitoring, and advisory support to leadership
- Translate HR policies into clear, enforceable procedures and ensure consistent application

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- Oversee compliance with statutory institutions (ONA, DGI, OFATMA, immigration)
- Ensure HR systems produce accurate, complete, and audit-ready documentation
- Provide strategic HR advisory to the Country Director and leadership team on workforce planning, risk management, and organizational development

2. HR Systems & Operational Oversight

- Design, strengthen, and oversee HR systems, processes, and workflows
- Ensure effective implementation of recruitment, onboarding, contract management, and recordkeeping systems
- Maintain oversight of centralized tracking systems for legal documents, contracts, and renewals
- Identify gaps and implement improvements to increase efficiency, accountability, and consistency

3. Payroll & Benefits Oversight

- Review and validate payroll inputs in coordination with Finance
- Ensure alignment between HR data and payroll processing, in coordination with Finance, which retains responsibility for payroll execution and financial controls
- Monitor compliance with statutory payments (ONA, OFATMA, taxes)
- Provide oversight of timekeeping and leave management systems

4. Performance Management & Staff Development

- Ensure implementation of structured performance management systems
- Monitor timely completion of performance evaluations through tracking mechanisms
- Advise leadership on employee performance, disciplinary actions, and development strategies
- Support development of corrective action plans and performance improvement processes
- Promote staff growth, career development, and succession planning

5. Employee Relations & Workplace Culture

- Promote a positive, Christ-centered workplace culture aligned with organizational values
- Provide oversight and guidance on employee relations matters
- Lead disciplinary and grievance processes in alignment with HR policies and applicable labor laws, in consultation with the Country Director and relevant leadership
- Support fair, consistent, and legally compliant resolution of workplace issues

6. Leadership & Team Management

- Directly supervise and develop the Human Resources Officer/Coordinator
- Build HR team capacity to ensure independence, consistency, and reliability
- Provide ongoing coaching, guidance, and performance oversight
- Support the Country Director in strengthening organizational HR structures and clarity

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7. Training & Organizational Support

- Ensure staff receive training on HR policies, compliance requirements, and safeguarding standards
- Oversee implementation of remedial training where gaps are identified
- Ensure monthly safeguarding meetings are conducted and documented
- Provide translation support for HR-related matters when required

8. Spiritual Integration

- Assist in leading weekly staff devotions
- Model Christ-centered leadership and servant-hearted engagement in all HR responsibilities

9. Confidentiality & Data Protection (CRITICAL)

- Ensure the confidentiality, integrity, and secure handling of all personnel data
- Enforce access controls and data protection standards in line with organizational policies
- Safeguard sensitive employee information and ensure proper data storage and handling

10. Other Duties

- Perform additional responsibilities as assigned by the Country Director

V. SUPERVISORY RESPONSIBILITIES

- Direct supervision of the Human Resources Officer/Coordinator
- Provide administrative oversight of facility support staff (including housekeeping) to ensure offices, compounds, and residences are maintained in a clean, safe, and professional condition

VI. CORE COMPETENCIES

- Strong leadership and team management skills
- Excellent written, verbal, and presentation communication skills
- Solid understanding of employment law and HR best practices
- High ethical standards, integrity, and sound judgment
- Strong analytical and decision-making support capabilities
- Ability to influence and advise leadership effectively

VII. KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational and administrative capabilities
- Ability to manage multiple priorities with accuracy and efficiency
- High attention to detail and commitment to quality
- Ability to remain calm and professional in high-pressure situations
- Strong interpersonal skills and cultural sensitivity

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- Proficiency in Microsoft Office applications
- Ability to interpret legal, financial, and technical documents
- Fluency in English and French required; Haitian Creole required
- Demonstrated commitment to the mission and Christian values of Samaritan's Purse

VIII. EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Sociology, or related field required
- Law degree strongly preferred
- Minimum of Five (5) years of relevant HR experience
- Experience in NGO or humanitarian context preferred

IX. PHYSICAL REQUIREMENTS

- Primarily sedentary work with regular use of computers
- Occasional standing, walking, and light physical activity

X. WORKING ENVIRONMENT

- Office-based with moderate noise levels
- May involve travel within Haiti
- Exposure to dynamic security conditions and public health risks
- Work in hot, humid environments may be required

XI. DISCLAIMER

This job description is not intended to be a complete and exhaustive list of all duties and responsibilities. Duties may change as needed to meet organizational requirements.

XII. APPLICATION DETAILS

Date of Issue: May 4, 2026

Application Deadline: May 21, 2026

Interested candidates are invited to submit:

- Cover Letter
- CV
- Copies of diplomas and certificates
- NUI and NIF

Submit as one single PDF to: SPHaitiRecruitment@samaritan.org.

- Incomplete applications will not be considered
- Only shortlisted candidates will be contacted

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- Interviews will be conducted on a rolling basis until the position is filled

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