HR Director - Africa & Asia Pacific Advertisement

The International Crane Foundation (ICF) works globally to conserve cranes and the wetlands the cranes live on. We continue to grow our mission-based work, especially in Africa. This is a new position created to help facilitate growth and help the ICF maintain a strong culture. The ideal candidate will have experience in multiple countries and can prove they can handle the complexity of differing labour laws and working with diverse cultures. This position is slated to begin in January of 2027. **It is a permanent position to be based in Africa near one of ICF's African program countries (Uganda, Kenya, Rwanda, Zambia or South Africa. The HR Director – Africa & Asia Pacific will report to the Chief Operating Officer, located in Zambia and will supervise the HR Manager and HR Specialist.**

Introduction

The International Crane Foundation (ICF) works worldwide to secure endangered cranes and the ecosystems, watersheds, and flyways on which they depend. ICF has employees working in regional offices in Uganda, Rwanda, Kenya, Zambia and China. Our programs focus on a range of conservation issues including sustainable water management, protected area stewardship, conservation on agricultural lands, climate change adaptation, and conservation-friendly livelihoods development.

Purpose of the Role

The HR Director - Africa & Asia Pacific provides strategic and managerial leadership for HR across ICF's Africa and Asia Pacific programs, with responsibility for Kenya, Rwanda, Uganda, Zambia, China, and other countries in these regions as ICF's footprint evolves. The Director translates organizational priorities and Global HR direction into regional and country workforce strategies, consistent HR practices, and accountable service delivery. Reporting to the Chief Operating Officer, the Director leads the HR Manager and HR Specialist, advises country and program leaders, and oversees workforce planning, recruitment, onboarding, employee relations, performance management, compensation and benefits, talent retention, succession planning, learning and development, discipline and grievance management, and compliance. The Director serves as the primary liaison between the Africa and Asia Pacific offices and Global HR, while coordinating with the HR Director - North America to promote consistent organization-wide standards and a One ICF culture. The role exercises decision-making authority within approved policies, budgets, and delegated limits; organization-wide HR strategy, major policy changes, and matters beyond delegated authority remain subject to the appropriate executive approvals.

Key Responsibilities:

The position performs these duties on a regular basis. Actual day-to-day assignments may differ.

- Working with HR staff and Country Directors implement workforce planning and recruitment across the countries of support, partnering with country and program leaders to identify staffing priorities and develop Terms of Reference. Establish recruitment standards and oversee the HR team's delivery of advertising, candidate selection, interviews, reference and background checks, and offer preparation within approved staffing plans and delegated authority.
- Direct and develop employee orientation, onboarding, one-month check-ins, four month check in and exit interviews. Designing programs that enhance our One ICF Culture. Programs that help maintain ICF's low turnover, improving the employee experience and prepare staff quickly for their role in ICF's Mission. Lead the annual and semi-annual performance management cycles across supported programs..
- Provide senior HR advice to country and program leaders on complex employee relations, conflict resolution, and personnel matters. Provide guidance to HR staff in resolving routine cases, oversee sensitive cases with appropriate confidentiality and fairness, and escalate significant legal, financial, or reputational risks through the Chief Operating Officer.
- Oversee HR compliance with applicable labour laws, regulations, and statutory requirements in each country of support, engaging legal counsel as needed. Lead the development and implementation of country-specific employment policies and procedures aligned with HR standards, and submit material policy changes for appropriate approval.
- Lead regional compensation and benefits management in partnership with COO and Finance. Maintain equitable and competitive salary structures, job grading, benefits programs, and annual compensation review processes; use relevant market data to recommend adjustments; support pay decisions within approved budgets and delegated authority; and monitor internal equity, statutory compliance, and consistent application across countries.
- Develop and implement regional talent strategies that strengthen employee engagement, retention, career development, and leadership continuity. Identify critical roles and capability gaps, coordinate succession and development planning with country and program leaders, support high-potential talent, and monitor retention risks and agreed actions.
- Oversee fair, timely, and legally compliant disciplinary and grievance processes across supported countries. Ensure consistent procedures, documentation, investigation standards, confidentiality, and due process; advise managers on appropriate action; maintain case oversight; and escalate significant legal, financial, safeguarding, or reputational risks through the Chief Operating Officer and legal counsel as appropriate.

- Lead regional learning and organizational development priorities, including leadership and management capability, mandatory training, workforce capability-building, and change management. Evaluate effectiveness and align investments with workforce plans, performance needs, and available resources.
- Lead and develop the HR Manager and HR Specialist through clear objectives, delegated responsibilities, coaching, and accountability for service quality. Set regional HR priorities and workplans, oversee implementation through the team, and provide hands-on support for complex matters when needed.
- Develop HR resource and budget proposals with Finance and program leadership, monitor approved expenditure, and report workforce trends and strategic HR indicators to the Chief Operating Officer. Measures should include staffing and vacancy trends, time to hire, turnover and retention, succession coverage for critical roles, performance-cycle completion, compensation equity and budget outcomes, employee-relations case trends, compliance risks, and progress against agreed priorities. Recommend improvements and lead approved HR change initiatives across supported programs.

Qualifications and Experience:

Required:

- Master's degree in Human Resources, Business Administration, or related field.
- At least 5 years of progressively responsible Human Resources experience, including at least 3 years in an HR management or leadership role with responsibility for staff and HR service delivery.
- Demonstrated understanding of labour laws and HR practices across Africa and Asia Pacific, including experience managing compliance across multiple jurisdictions.
- Demonstrated experience leading HR teams and coordinating HR delivery across multiple countries, including supervising HR professionals and strengthening management capability.
- Experience translating organizational priorities into HR plans, developing and implementing HR policies and procedures, and leading cross-country HR improvement initiatives.
- Demonstrated experience in compensation and benefits management, including salary structures, job evaluation or grading, market benchmarking, internal equity analysis, and annual compensation review processes.
- Demonstrated experience designing or leading talent retention, succession planning, leadership development, and employee engagement initiatives across multiple locations.

- Substantial experience advising on disciplinary and grievance matters, conducting or overseeing workplace investigations, and ensuring due process, confidentiality, documentation, and legal compliance.
- Strong leadership, judgment, and interpersonal skills, with demonstrated experience advising senior management, managing complex employee relations matters, and using workforce information to guide decisions within delegated authority.

Preferred:

- Experience working in a global organization.
- Familiarity with international donor-funded organizations
- Knowledge of China labour law.

Key Competencies

- Ability to preserve and maintain the highest degree of confidentiality with poise, tact, and diplomacy.
- Strategic planning and execution: translate organizational priorities into achievable HR plans, allocate team capacity, delegate effectively, and maintain accountability across competing country needs.
- Excellent written and verbal communication skills, including speaking clearly and persuasively to individuals and groups, listening effectively, and responding well to questions from staff and colleagues.
- Sound analytical judgment: assess workforce information, organizational needs, and HR risks; make decisions within delegated authority; and present clear recommendations and timely escalations to executive leadership.
- Collaborative leadership: coach HR professionals, build effective partnerships with country and program leaders, share expertise, and influence change without assuming executive-level authority.
- Detail oriented, demonstrating accuracy, thoroughness, and strong attention to all aspects of duties.
- Possess cultural sensitivity and cross-border collaboration
- Other duties consistent with the scope and level of the Director role as assigned.

Working Relationships

- **Internal**: Regional Country Directors, Finance teams, Program teams, Global HR team.
- **External**: Legal counsel, government agencies, consultants, recruitment firms, and benefits providers.

Travel Requirements

- Travel within the countries of support.

The International Crane Foundation is an equal-opportunity employers. The position will be in one of the program countries in Africa.

To apply, please email your CV (limited to no more than 4 pages) and an introductory letter for this position to: icfjobs@savingcranes.org . Please put **Africa HR** in the subject line. Please do not attach any additional materials. If needed, applicants will be requested to supply this information. ICF will only contact those who are shortlisted for interviews. ICF reserves the right to not fill this position. All applications will be treated in the strictest confidence. **Closing date for applications: 06 November 2026**