



# Head of People and Culture

January 2026

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## About Hivos

Hivos is an international development organization guided by humanist values. Together with citizens and their organizations, we aim to contribute towards just, inclusive and life sustaining societies where people have equal access to opportunities, rights and resources. We work in partnership with others in SWANA, Africa, Asia and Latin America on three impact areas: Civic Rights in a Digital Age; Gender Equality, Diversity and Inclusion, and Climate Justice.

## About the Role

The Head of People and Culture (HPC) is a global role, reports directly to the CEO and is a member of Hivos Core Leadership Team (CLT) and responsible for People and Culture.

As a member of the CLT, the role carries collective responsibility for leading the entire organization on strategic and functional Human Resource Management. Leading the team of P&C Managers and Administration throughout the organization. Working collaboratively with the CEO and fellow CLT members (Programs, Finance, Business Development, External Engagement) to shape strategy, uphold organizational culture and leadership and all related services and operations.

## The Role

**Role:** Head of People and Culture

**Location:** Africa (Nairobi, Harare), SWANA (Beirut, Tunis), Central America (San Jose)

**Salary:** Hay level 18

**Other:** Local contract, four years



## Job Summary

### Purpose of the Role

The primary purpose of the HPC is to develop and implement a global people and culture strategy, which will integrate a strong plan of action and culture change drive to improve Diversity, Equity and Inclusion (DEI), people management and safeguarding across Hivos. This strategy serves as a foundational document in executing the overarching Strategic Compass. Second, the HPC leads on revising, harmonizing or establishing the standards and policies to underpin the strategy. Thirdly, the HPC has the responsibility of HR services, operations and advice throughout the whole organization.

The HPC takes on the critical role of advising the CEO and CLT on all matters related to culture change, attracting and motivating good people, organizational development, leadership, and global HR policies. They will collaborate closely with all Hivos (P&C) Managers to create an outstanding, inclusive workplace across the organization.

In addition to these responsibilities, the HPC oversees Safeguarding. In this capacity, the HPC is accountable for the design, implementation, and monitoring of all safeguarding procedures, documents, and training initiatives for staff and Safeguarding Focal Points across the organization.

### Duties and Responsibilities

- Develop a global People and Culture strategy that aligns with the organization's new strategy. In collaboration with the P&C team, set annual objectives and milestones for translating the People and Culture strategies into action and ensure timely implementation of the DEI agenda. Promote innovative practices in areas such as DEI, culture change, performance management, compensation, and training.
- Identify and pursue opportunities to simplify, clarify and harmonize HR standards, processes, and workflows, including through better use of modern IT and HR analytics.
- Lead development of harmonized and improved approaches across all cities for key areas such as reporting lines, job descriptions, recruitment approach, employer branding, onboarding, staff engagement and career advancement opportunities.
- Uphold, improve and oversee HR policies and procedures.
- Oversee the design and implementation of equitable and competitive compensation and benefits frameworks that align with Hivos's global pay philosophy, ensure internal equity, and attract and retain top talent across diverse markets.
- Ensure compliance with labor laws and employment regulations in all countries where Hivos operates, providing guidance on local requirements and managing relationships with legal advisors to mitigate organizational risk.



- Lead and standardize global processes related to employee movement—including promotions, transfers, and terminations — ensuring fairness, transparency, and alignment with organizational values and legal frameworks
- Oversee and ensure effective and high-quality HR services and advice throughout the organization provided by P&C managers
- Oversee and ensure effective administration of staff logistics, including travel management, safety protocols, and related operational policies and procedures.
- Lead, motivate, and develop staff, ensuring teamwork and professional growth.

## Candidate profile

Hivos is seeking a strategic leader with strong practical and hands-on execution skills. A person with global HR and DEI expertise, strong communication and collaboration skills. A People and Culture professional with over 10 years' international experience, and who is comfortable with ambiguity and organisational transition. The new Head of People and Culture will be committed to clarity, trust, and adaptable leadership to drive organisational development and change.

## Skills

- Critical thinking skills with experience designing and implementing a clear People and Culture vision and strategy and driving organizational change processes.
- Management experience with a strong global HR background.
- Experience in implementing DEI change processes in multi-cultural, global settings.
- Commitment to openness and trust.
- Ability to grasp the bigger picture while addressing immediate challenges.
- Innovative and determined, with a practical and hands-on approach to leadership with decisiveness and adaptability.
- Effective communication with a clear and tactful style.
- Skilled in collaboration and consensus-building.

## Education and Experience

- More than 10 years of progressive experience managing P&C in international organization, preferably an (I)NGO



- Relevant higher professional education/academic level of working and thinking.
- Experience working in P&C/HRM in a change management environment and in an international setting.
- Familiarity with the Hay job evaluation methodology across diverse regions will be considered an asset.

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-0126-Hivos or Pat-Jones-CoverLetter-0126-Hivos.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government's new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

## Timeline

**Closing Date:** 20 February 2026 (CoB CET)

**First stage interviews:** 25 February – 4 March, TBC

**Final interviews:** First half of March, TBC

## Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.



## Equality Statement

Hivos is an equal opportunity employer committed to promoting a work environment where diversity and inclusion is valued, and people are treated equally irrespective of gender, ethnicity/race, national or social origin, disability, religion, political affiliation, age, family size, marital status, or any other form of personal identity. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, please email to [jreinartz@oxfordhr.com](mailto:jreinartz@oxfordhr.com) in the first instance.

## About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.