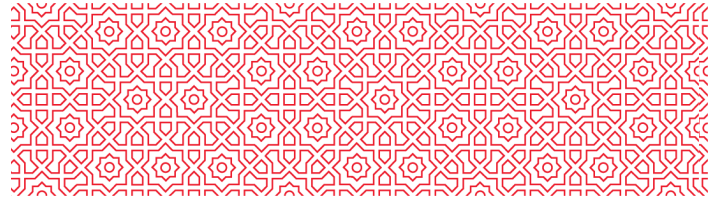




Canada Jamati Institutions

Job posting

Deadline: May 21st, 2021



Senior Human Resources Manager

Background

The Jamati Institutions in Canada are recruiting a Senior Human Resources Manager to provide strategic and operational support on a full range of Human Resource (HR) functions, including recruitment, performance management, pay and benefit administration, and managing learning and employee programs.

The Senior Human Resource Manager will report to the ITREB Canada Executive Officer and work closely with other national leadership staff.

Key Responsibilities (not exhaustive)

- Partner with the leadership team and collaborate with stakeholders to execute the organization's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manage the talent lifecycle, including recruitment, interviewing, hiring, on-boarding, retention and exits.
- Provide advisory support and guidance to management and staff as complex, specialized, and sensitive HR questions and issues arise.
- Administer employee support programs, including workplace accommodation processes.
- Analyze market trends and ensure that total rewards (compensation and benefits) are in alignment with the industry standard.
- Develop orientation, training, and learning and development programs/initiatives to provide internal development opportunities, in collaboration with institutional (volunteer) portfolios.
- Provide oversight, support, and/or manage employee performance issues and conduct employee investigations, as required.
- Collaborate with Executive Officers to complete the HR staff budget exercise and reporting to GRB, DJI and IIS as required.
- Ensure staff onboarding and professional development is managed effectively by respective teams.
- Maintain compliance with federal and provincial employment laws and regulations.
- Develop, implement, and review HR policies, systems and procedures and ensure organizational adherence.
- Conduct employee satisfaction surveys regularly.
- Provide guidance and direction to line managers with the administration of AKDN and IIS Annual Performance and Talent Development management exercise.
- Keep up-to-date with HR knowledge, employment best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Other duties as assigned.

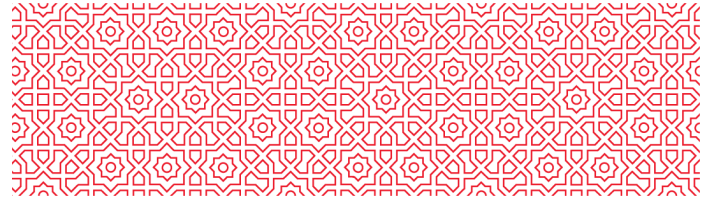




Canada Jamati Institutions

Job posting

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Candidate Profile

Education

- Bachelor's degree in Human Resources, Business Administration, or related field, from an accredited University is required.
- A minimum of five years of human resource management experience.
- Certified Human Resources Professional (CHRP) designation or related designation is an asset.

Attributes & Skills

- Humility and commitment to the ethics and values of the Jamat and Institutions.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and with strong attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate as required.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to work and deal with individuals and teams with diverse backgrounds and styles.
- Thorough knowledge of HR (practice & content), employment-related laws and regulations.
- Proficient with Microsoft Office Suite and HR tools and templates.

Languages

- *Required:* English fluency and excellent writing skills.
- *Preferred:* French fluency and/or other languages spoken by the Jamat.

Location

- Based in Canada.
- Preferred working location: Toronto, Vancouver, or Calgary.
- Able to travel to all Canadian Jamati Institution offices across Canada as required.

Minimum requirements

- Completed background check (Vulnerable Police Reference Check Clearance (VSS)).
- Candidate must already have legal authorization and documentation to work in Canada.

How to Apply

Please complete the [Jamati Institutions: Job Application Form](#). This includes the submission of a cover letter and CV. The cover letter should be maximum one (1) page, and CV should be maximum two (2) pages. The total number of pages should not exceed three (3) pages.

The application deadline is Friday, May 21st, 2021.

All candidates will receive a confirmation of receipt and indication of whether they are moving forward by May 31st, 2021. Finalist candidates will be required to complete a background check, including reference checks, before being onboarded.

For any questions or concerns, please contact resumes@iicanada.net. Please note that we cannot provide any information which might privilege one applicant over another. Thank you for your interest in this position.

