LOCATION: Global Headquarters - Bogotá, Colombia
TERM: Long-term full-time position
EXPECTED STARTING DATE: ASAP
APPLICATION DEADLINE: Applications will be considered on a rolling basis until the position is filled

People Development Senior Associate

ABOUT US
Instiglio is a **fast-growing global start-up and a niche nonprofit advisory firm**, whose mission is to ensure that every cent spent on delivering social services to the people who need them the most has the greatest possible impact. Instiglio aims to be instrumental in shaping expectations, raising standards, and promoting best practices of the international development community’s impact on the world. Its mission is achieved by: (1) continuously innovating on the existing Results-Based-Financing (RBF) and capacity-building tools, uncovering new approaches, and openly sharing its experience and insights with the development community; and (2) improving public sector performance and delivery in low- and middle-income countries through deep strategic engagement and technical assistance.

**Operations at Instiglio** are executed by a small, fast-growing team in a dynamic and innovative environment. Working in a start-up with a stability and strong financial pipeline, Instiglio Operations constantly shift between developing systems and processes to accommodate organizational growth and executing on the nuts and bolts to keep the organization running smoothly.

Instiglio is made up of a **culturally diverse** team from 10+ countries with different beliefs, lifestyles, and points of view, but united around Instiglio’s mission and dedicated to delivering the **greatest possible impact**. It is a place where **curiosity and thirst for knowledge** are evident, because the intention is always to be one step ahead of common knowledge. Instiglio strives to respond with **excellence and rigor**, which is achieved through effective **teamwork and collaboration**. Opinions and ideas are often **questioned**, always with the objective to come up with a better solution and thus obtain the best result and have the **greatest positive impact on society**.

THE ROLE
As part of the Global People Team at Instiglio, the People Development Senior Associate designs and executes initiatives, programs and processes related to Instiglio’s Employee Lifecycle, staffing and supporting the Global People Manager on development strategy, data analytics and reporting, among other things. For which they will have the support of an analyst within the team.

They are responsible for the administration, improvement, and development of internal systems to promote employee wellbeing, engagement and performance, as well as operational effectiveness and efficiency. Their role directly contributes to sustainable people engagement with our culture, mission, strategy, and organizational change initiatives. The key responsibilities of the People Development Senior Associate will include, but are not limited to:

- **People Development & Engagement**
  - Manage the full life cycle of Performance Management including redesign of certain components, as well as their development, implementation, and evaluation.
  - Develop and execute wellbeing programs; encourage engagement; build organizational culture and employees’ connection to the team and the organization; monitor organizational climate and employee engagement and satisfaction.
  - Execute the offboarding processes.
  - Analyse the results of internal measurement tools to inform the development of people management strategies, programs, initiatives, and activities.
**Organizational development**
- Design and implement staffing systems to maximize learning opportunities, team productivity and provide foresight in skill hiring needs.
- Build, improve and ensure the maintenance of organizational and operational systems to maximize cross-office interaction and collaboration.
- Ad hoc projects and analyses across functions and subsequent communication of recommendations.

**Talent Acquisition & onboarding**
- Support the continuous improvement and management of our applicant tracking system.
- Support the outreach and recruitment process for local and international hires.
- Support the implementation of onboarding plans to introduce new team members to our work and culture.

**REQUIRED QUALIFICATIONS**
- **Education:** Bachelor’s degree in business administration, industrial engineering, psychology or related fields.
- **Experience:** At least 6 years of relevant work experience as an HR generalist and/or specific experience in training, development and performance management processes.
- **Specific knowledge:** Human resources in the fields of talent acquisition, wellbeing, and/or learning and development.
- **Software:** Advanced skills in Microsoft Office applications (PowerPoint, Excel and Word).
- **Languages:** Near-native proficiency in English (C2) and professional working proficiency in either French or Spanish (B2).

**REQUIRED SKILLS**
- Team management skills and ability to collaborate effectively with other stakeholders in the organization.
- Strong execution and process management with impeccable attention to detail and analytical rigor.
- Strong written and oral communication skills in English, as well as either Spanish or French, including the ability to handle sensitive communication and negotiation with candidates and internal stakeholders.
- Strong quantitative skills to be able to deliver insightful data analysis.
- Ability to work comfortably and communicate effectively in a multinational, culturally diverse, and virtual environment.
- Ability to manage competing, high-priority demands in a fast-paced environment.
- Willingness to learn and grow.

**PROFESSIONAL DEVELOPMENT & BENEFITS**
Senior Associates at Instiglio have a chance to develop a variety of skills, lead internal initiatives, with the guidance of more experienced senior staff. Instiglio has a strong feedback culture, with all staff receiving quarterly formal, structured reviews, in addition to real-time feedback. Additionally, a mentorship system and development plans are in place to ensure that staff receives proper support in their professional development. Instiglio offers generous benefits, which include personal days, remote work days, travel and health insurance, a company holiday additional to vacation, and parental leave, among others.

**HOW TO APPLY**
Please apply here. Applications are considered on a rolling basis. Please note, only candidates selected for an interview will be contacted.