

## **HR Business Partner**

**Location: Mexico City**

### **Job Purpose and Background:**

The SBTi is looking for an HR Business Partner that will help develop and implement the human resources strategy of the SBTi that includes recruitment and hiring process; talent retention; staff evaluation and productivity improvement; implementation of internal protocols and designing and maintaining the organizational work culture and values.

### **About you:**

The ideal candidate is passionate about finding and recruiting talent and is comfortable working in a fast-paced international team that requires multi-tasking and frequent coordination with numerous organization offices across the globe. You are comfortable working independently and remotely, but also enjoy being a team player and working to unite a virtual, international team.

### **About the SBTi:**

The Science Based Targets initiative (SBTi) is a joint initiative between CDP, UN Global Compact, the World Resources Institute, and World Wildlife Fund, aiming to catalyze change towards a net-zero economy by driving the adoption of GHG emission reduction targets in the corporate sector that are consistent with the ambition required to limit global warming to 1.5°C. Over 1,500 of the world's largest and most influential companies have joined the Science Based Targets initiative to date. Please visit [www.sciencebasedtargets.org](http://www.sciencebasedtargets.org) to find out more.

### **Key responsibilities include:**

- Design and implement a human resources strategy for the SBTi that includes talent acquisition, recruiting, talent retention, assessment of future talent needs, and succession planning;
- Coordinate with HR professionals across SBTi partner organizations (WWF, WRI, CDP, UN Global Compact);
- Assist in key organization-building functions including organizational structure design, review and implementation of salary and title guidelines and expectations across the SBTi, and other strategic HR initiatives;
- Implement a hiring process inside the SBTi considering steps, people responsible, processes, and deadlines;
- Collaborate with managers to understand skills and competencies required for openings;
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants;

- Implement and strengthen onboarding and offboarding protocols and assist colleagues during the onboarding stage (general training on tools, introduction to the SBTi, general internal protocols);
- Create learning and development programs and initiatives that provide internal development opportunities for employees;
- Assist in the creation and implementation of internal protocols related to daily operations and human resources;
- Support the design of workplace policies to reduce conflicts, legal issues, and improve employee productivity;
- Shape and maintain the organizational culture of the SBTi according to our core values;
- Help implement integration activities to improve collaboration and teamwork;
- Support in the creation of KPIs and goal-setting per team and colleague;
- Implement an evaluation process to assess productivity and goals;
- Ad-hoc HR-related tasks, as needed.

### **Essential skills and experience needed:**

- Graduate or Master's degree in Psychology, Human Resources Management, Change Management, Human Capital, or related field
- Advanced English level
- Experience in international recruitment
- 5+ years of professional experience in human resources management, preferably with NGOs or the corporate environment
- Fast learner and able to adapt easily to a continuously changing work environment
- Strong interpersonal skills

### **Desirable criteria:**

- Experience using digital tools such as Asana, CRM systems, Slack, etc.;
- Experience in an international workplace.

This is a full-time role based in Mexico. The salary for this role will be dependent on location and level of experience. This role is a fixed-term contract for 12 months with the possibility of extension.

### **What we offer:**

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Salary Range 45,000 MXN - 58,000 MXN gross per month;

- Training and development;
- Attractive holiday package.

### How to apply:

Please email your CV and a cover letter setting out how you meet the required skills and experience or key responsibilities, which should be no more than two pages together, to [careers@sciencebasedtargets.org](mailto:careers@sciencebasedtargets.org) with HR Business Partner followed by your first name and surname in the subject. The deadline for applying is Friday, December 3rd.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate on the basis of race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.