



JOB DESCRIPTION: TALENT MANAGER

Company: EarthEnable (known as Tube Heza in Rwanda)
Reports to: David Tang-Quan, Chief of Staff
Location: Nyamata, Rwanda (30 minutes south of Kigali)
Compensation: Starts modest with significant room for performance-based raises

Who We Are

At EarthEnable, we believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building floors: it means building an organization and building a better future for rural families.

What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda. 80% of Rwandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embedded energy. Earthen floors are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished.

About the Role

EarthEnable has over 80 full-time employees across 7 districts of operations and plans to continue to grow and scale rapidly over the next couple of years. In order to meet our human capacity needs, we are searching for an experienced Talent Manager who can help us recruit top talent across Rwanda and Uganda while also supporting the professional development and overall organizational development of current EarthEnable employees. This role is for someone deeply passionate about people and their development journeys, and who thrives in a dynamic organizational environment that he or she can help shape. As the first point of contact for all potential candidates, the Talent Manager will be key to EarthEnable hitting its scale targets.



The responsibilities of this role include but are not limited to:

- **Professional Development** ○ Overseeing professional development programming for staff (biannual retreats, Future Leaders Program) ○ Managing performance review, promotion, and bonus structure
- **Recruiting and Hiring** ○ Actively seeking out exceptional candidates for high-level roles, including via networking, posting jobs on lists, and seeking referrals
 - Drafting job descriptions and identifying the role within the org chart with the CEO and the Chief of Staff
 - Drafting and reviewing candidate assessments that reflect daily tasks of the job
 - Conducting interviews and thorough reference checks for both junior and senior candidates and making hiring recommendations
- **Labor Law and EarthEnable Policy Compliance** ○ Ensuring that EarthEnable Rwanda and EarthEnable Uganda are in full compliance with the labor laws of their respective jurisdictions (including for international staff)
 - Notifying management of any changes to labor law
 - Conducting investigations into misconduct if necessary
 - Maintaining human resource records
 - Drafting and managing EarthEnable's intern human resource policies, including recognizing when changes are necessary
 - Ensuring that all company procedures align with labor law
- **Staff Support:**
 - Ensuring all team members are happy, comfortable, and productive in their roles through company Pulse surveys and other meetings with staff
 - Preparing onboarding guides for various company processes and systems
 - Ensuring that all staff know and understand the internal rules and regulations and any changes that may be approved
 - Keeping an open door and acting as the first point of contact when staff members have interpersonal or other issues at work, including mediating interpersonal situations that may arise
 - Working with department managers on their staffing responsibilities
 - Managing the Talent Assistant (and likely a larger team as EarthEnable grows)
- **Overall Team Development:**
 - Ensuring that EarthEnable is prepared for rapid growth
 - Creating a plan for the growth of the staff over the next few years, including new roles and teams, based on EarthEnable's growth plan
 - Working with the senior leadership to develop organizational strategy for team structures, hiring, and succession



Qualifications

- College graduate with strong academic record
- 5 years of experience, 2+ in management, with substantial HR experience
- Must have legal status to work in Rwanda (we are unable to sponsor visas at this time)
- Passion for people finding and succeeding in their dream jobs
- Commitment to impact and strong interest in international development
- Deep knowledge of Rwandan labor law required; knowledge of Ugandan labor law preferred
- Fluency in English
- Excellent knowledge of MS Office (Excel, Word, PowerPoint) and Google Docs
- Strong written and verbal communications skills
- Positive attitude, self-starter, entrepreneurial spirit, sense of humor and willingness to learn new things
- Commitment to excellence, outstanding work ethic, and attention to detail
- Resourcefulness and creative problem solving

To Apply

Apply online at <https://www.earthenable.org/applynow-3/>