

Medical Care Development, Inc.
International Division
8401 Colesville Road, Suite 425
Silver Spring, Maryland 20910, USA
Phone: (301) 562-1920 Fax: (301) 562-1921
mcdi@mcd.org <http://mcdinternational.org/>



Human Resources Officer, Silver Spring, MD

Over the past 40 years, Medical Care Development International (MCDI), the international health division of Medical Care Development, Inc. (MCD), has worked to strengthen health systems through practical, evidence-based and high-impact interventions across several public health sectors in over 40 countries. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholder to improve the health outcomes of vulnerable populations. By joining MCDI, employees join a diverse network of highly capable individuals, many of whom are experts in their field.

The Human Resources Officer is expected to assist in the management all aspects of the International Division's human resources, both in Silver Spring and supporting various country offices where MCDI operates. The HR officer works closely with and under the direct supervision of the Director, Human Resources.

Qualifications, Skills and Experiences:

- A Bachelors' degree in Human Resources or related field required.
- At least 4 years of progressive HR experience in a generalist role (experience in recruitment, benefits, HR policies and procedures, performance management, etc).
- Previously experience working with an international NGO a plus.
- Solid understanding of federal and state employment laws, understanding of HR best practices.
- Working knowledge of French and/or Spanish preferred.
- Proficient in MS Office.
- Be able to identify and resolve problems in a timely manner and gathers and analyzes information skillfully
- Have high energy, clear goal orientation and strong work ethic.
- Have strong organizational skills.
- Strong communication and interpersonal skills.
- Be open to others' ideas and be objective
- Be able to adapt to changes in the work environment, manage competing demands
- Proven track record as an effective team member

Location: Silver Spring, MD

Application Requirements:

1. An updated CV,
2. A cover letter (please include your salary expectations)
3. A completed USAID Biodata Form (1420)

To apply:

Please send your application to either mcdijobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR.

Position Open until Filled. No phone calls.

We are an Equal Opportunity Employer.