

Empowering
Change

JOIN US

PEOPLE & CULTURE LEAD — MIDDLE LEVEL

ACT Global is seeking an empathetic and structured People & Culture Lead to join its internal management team and strengthen employee experience, engagement, and organisational culture across the company.

Position: People & Culture Lead — Middle Level

Employment Type: Full-time

Salary Range: GEL 3,200–4,500 gross

Location: Zurab Anjaparidze I Lane, #4, Tbilisi

Working Hours: 09:30 - 18:30 (Hybrid, from Monday to Friday, with a one-hour break)

Deadline: 17th of July, 2026.

ACT Global



PEOPLE & CULTURE LEAD — MIDDLE LEVEL

MAIN RESPONSIBILITIES OF THE POSITION

The role is centred around people — their well-being, engagement, growth, and everyday experience within the company — and about creating a working environment where individuals feel seen, valued, and encouraged to grow.

The selected candidate will work closely with the management team and employees across ACT to strengthen the company’s internal culture, support people-related processes, and contribute to a healthier, more engaged, and more human-centred organisation.

Specifically:

1. Employee Experience and Well-being

- Support employees in their everyday work experience, growth, and development.
- Help create a caring, supportive, and psychologically safe working environment.
- Help identify employee needs, challenges, and development opportunities.

2. People Processes and Manager Support

- Coordinate and improve people-related processes, including onboarding, adaptation, engagement, feedback, and development.
- Support managers in people management, communication, and team-related matters.
- Support performance and development conversations in a constructive and human-centred way.

3. Culture Building and Practice Development

- Contribute to strengthening ACT’s organisational culture and internal communication.
- Organise internal initiatives that strengthen belonging, motivation, collaboration, and well-being.
- Contribute to improving HR tools, templates, and internal people processes.

REQUIRED QUALIFICATIONS:

- Strong empathy, emotional intelligence, and active listening skills.
- Ability to support people with care, maturity, and confidentiality.
- Good understanding of employee experience, engagement, feedback, development, and organisational culture.
- Ability to work with both employees and managers in a balanced and constructive way.
- Education or certification in psychology, coaching, organisational development, or a related field is considered an advantage.

WORK EXPERIENCE:

- Relevant professional experience in HR, people operations, organisational development, internal communication, coaching, psychology, or a related field, at a level appropriate for a middle-level role.

- Experience in employee support, coaching, mentoring, facilitation, or people development is an advantage, as is experience designing or improving HR / people processes, or working in a consulting, research, education, or professional services environment.

KEY COMPETENCIES:

- Strong communication and interpersonal skills.
- Organised, responsible, and able to manage several people-related processes at the same time.
- Solution-centred mindset and supportive working style.
- Good command of English.

WHY JOIN US?

This is a meaningful opportunity to play an important role in shaping ACT's internal culture and employee experience, focused on people, growth, care, and organisational development. You will work closely with the management team, in a supportive, learning-oriented environment at the intersection of research, consulting, strategy, and transformation.

ABOUT ACT GLOBAL

ACT Global is a management and development consulting company that empowers leaders, organizations, and governments to drive sustainable and positive change. Our core strength lies in transforming data, innovative ideas, and specialized expertise into tangible, high-value outcomes.

We maintain a primary focus on developing countries. We possess a deep understanding of the challenges they face while clearly recognizing their tremendous potential. Operating in more than 30 countries across three continents, we provide support to both private and public sector organizations as they implement significant economic, social, and political transformations.

For more information: <https://act-global.com/en>

To apply, please send your CV to **hr@act-global.com** by the 17th of July, 2026, with the subject line: **People & Culture Lead — Middle Level**. In the email, please briefly answer two questions: Why ACT? Why this position? Interviews will be conducted by 1st of August, and the expected start date is 1st of September, 2026.