



**UNITED NATIONS
UNIVERSITY**

**LOCAL RECRUITMENT
Kuala Lumpur, Malaysia**

VACANCY ANNOUNCEMENT

HUMAN RESOURCES MANAGER (NO-A/B)

Organizational Unit : United Nations University – Centre, Administration/HR
Reference Number : 2016/UNU/HQ/HR/FTA/HRM/85
Applications to : ***Preferably by E-mail:*** hrm_recruit@unu.edu

By Post:

Human Resources Services, United Nations University,
Block C, Level 1, Wisma UN,
Kompleks Pejabat Damansara, Jalan Dungun,
50490 Kuala Lumpur, MALAYSIA.

Closing Date : 20 November 2016

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit <http://unu.edu>.

UNU is searching for an outstanding Human Resources Manager who will have responsibility for the full spectrum of human resources activities that align with the objectives of the United Nations University. The post is located at the UNU Centre (Administration) in Kuala Lumpur.

Responsibilities:

The Human Resources Manager, reporting to the Director of Administration, will professionally manage the human resources function, with a view to attracting and retaining highly qualified individuals for positions at the United Nations University, offer guidance on performance management and training, as well as career development objectives at the University.

Specific responsibilities, to be undertaken in a coordinated fashion with human resources personnel at the UNU Centre and UNU institutes and programmes, will include:

- leading a process of improvement and continuous enhancement of all aspects of UNU human resources services;
- providing proactive and innovative approaches to the delivery of human resources services, and recommending changes as required;
- overseeing the establishment of robust policies, processes and standard operating procedures to ensure the smooth running of human resources operations;
- identifying and analyzing staff career development and training needs, including mobility, and designing programmes to meet identified needs;
- managing all aspects of compensation and benefits for the organization;
- representing the United Nations University in negotiations with staff, staff representatives and at inter-agency bodies dealing with human resources;
- advising and counseling staff in respect of duties, responsibilities, code of conduct/ethics and challenges associated with work and entitlements;
- assisting supervisors to manage the assessment and development of staff by ensuring that the annual performance appraisal process is completed in a timely and fair manner; and
- ensuring compliance with UN rules and regulations, and UNU policies on all human resources related matters.

Required qualifications and experience:

University degree in Human Resources Management or other relevant discipline.

At least 7 years of progressively responsible professional experience with a successful track record in human resources management in a large organization, preferably in an international environment. Working experience in a multinational academic institution is an asset.

The position also requires:

- proven interpersonal skills, demonstrated to the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- fluency in oral and written English with excellent drafting and communications skills; knowledge of a second United Nations official language is an advantage;
- strong knowledge of compensation principles and procedures
- experience with human resources management software platforms and a strong appetite for process change management;
- strong commitment to customer service;
- proven record of building managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor and develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills;
- must be autonomous, result oriented, self-motivated and “hands-on” with the ability to prioritize work and multi-task;
- experience with United Nations human resources policies and practices is desirable but not a prerequisite.

Remuneration:

Remuneration will be commensurate with the qualifications and experience of the successful candidate and will be within the salary scale of NO-A/B level of the National Professional Officer salary scale for Kuala Lumpur (duty station) in the UN Common System salary scale, plus benefits. For more information, please visit: http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm.

Duration of contract:

This is a full-time fixed-term appointment. The period of initial contract would be for a one-year term with the likelihood of renewal on the basis of excellent performance. The mandatory retirement age in the United Nations is 65 years.

Staff members of the United Nations University are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the United Nations University.

This is a locally recruited post. National Professional Officers shall be of the nationality of the country where the office concerned is located, in this particular case Malaysia.

Starting date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email (to hrm_recruit@unu.edu), and must include the following:

- a cover letter explaining what are the motivations for applying for the post and how the candidate's qualifications and experience match the requirements of the position;
- a completed and signed [UNU Personal History \(P.11\) form](#) downloadable from the [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- an indication of the reference number of the vacancy announcement (2016/UNU/HQ/HR/FTA/HRM/85)

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).