



**UNITED NATIONS
UNIVERSITY**

**INTERNATIONAL RECRUITMENT
Kuala Lumpur, Malaysia**

VACANCY ANNOUNCEMENT

CHIEF OF HUMAN RESOURCES (P-4)

Organizational Unit : United Nations University – Centre, Administration/HR

Reference Number : 2020/UNU/HQ/FTA/HR/123175

Applications to : hr_recruitment@unu.edu

Closing Date : 8th August 2020

United Nations University Objectives:

For the past four decades, the United Nations University (UNU) has been a go-to think tank for impartial research on the pressing global problems of human survival, conflict prevention, development, and welfare. With more than 400 researchers in 13 countries, UNU's work spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe.

UNU is searching for an outstanding Chief of Human Resources who will have responsibility for providing leadership, planning, direction and delivery of the human resources function in line with the objectives of the University. The post is located at the UNU Centre (Administration) in Kuala Lumpur and supports the entire UNU. The Chief of HR closely liaises with the Office of the Rector in Tokyo, Japan, as well as all UNU institutes across the globe. The Chief of Human Resources supervises the Human Resources team located in Kuala Lumpur, Malaysia and is the focal point for UNU with UNDP in Copenhagen, Denmark.

Responsibilities:

The Chief of Human Resources, reporting to the Director of Administration, will lead the human resources portfolio helping to deliver the objectives in the UNU Strategic plan, creating organizational culture supporting innovation, inclusivity, and diversity; ensuring that UNU and its managers are well equipped with tools and means to manage personnel and that all employees have meaningful experiences and work in a collaborative work environment.

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

- Direct and manage the university's Human Resources (HR) team and activities (Recruitment, Training, Staff Administration and Staff Welfare); initiate and implement HR policies, structures and guidelines to respond to UNU's mandate within the requirements of UN policies, rules and regulations, procedures and practices. The incumbent must display sensitivity, creativity and arrive at suitable solutions that meet the needs both of the University and of staff. S/he will develop policy proposals and initiatives for consideration by senior management; plan and implement timely and effective recruitment, ensure consistent and efficient administration of staff and their conditions of service; provide staff development and training; and staff welfare;
- lead a process of improvement and continuous enhancement of all aspects of UNU human resources services;
- serve as strategic advisor to UNU Rector's Office on human resources matters;
- manage the relationship with UNDP Copenhagen for the provision of HR services to UNU and supervise the HR team based in Kuala Lumpur;
- manage the provision of internal advisory services to various internal clients;
- ensure compliance with applicable legislative frameworks, providing advice and guidance on interpreting and implementing of human resource policies and procedures in the context of UNU policies and UN system rules and regulations;
- provide proactive and innovative approaches to the delivery of human resources services, and recommend changes as required;
- serve as the Lead Gender Focal point overseeing implementation and reporting on UN Policy of Gender Equality and the Empowerment of Women and UNU Policy on Gender Equality and Action Plan;
- oversee the establishment of robust policies, processes and standard operating procedures to ensure the smooth running of human resources operations;
- manage all aspects of compensation and benefits for the organization and coordinate HR operations to ensure smooth administration and payroll;
- represent the University in negotiations with its staff, staff representatives and at inter-agency bodies dealing with human resources;
- advise and counsel staff in respect of duties, responsibilities, code of conduct/ethics and challenges associated with work and entitlements;
- assist 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;
- strengthen managerial performance throughout the university by advising staff at all levels on management practices and by providing guidance on specific management issues or problems.

Required qualifications and experience:

Advanced University degree (Master's degree or equivalent) in human resources management, business administration 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 with at least 5 years in the United Nations and with supervisory responsibilities.

Alternatively, a Bachelor's degree or equivalent with at least 10 years of progressive responsible experience will be considered

Working experience in a multinational academic institution is an asset.

The position also requires:

- proven interpersonal skills, demonstrated ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- strong management skills in collaboration and ability to deliver results on time;
- fluency in oral and written English with excellent drafting and communications skills; knowledge of a second official United Nations language is an advantage;
- strong knowledge of compensation principles and procedures;
- familiarity with interpretation and application of UN and/or UNU Rules and Regulations;;
- experience with UN human resources policies and practices;;
- advanced knowledge of human resources systems/platforms and an appetite for process change management; a working knowledge of a human resource management software platform; familiarity with Atlas HCM is an asset;
- strong commitment to customer service;
- proven record of building and managing teams, and creating an enabling environment. This includes 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; and
- must be autonomous, results-oriented, self-motivated and “hands-on” with the ability to prioritize work and multi-task.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply and become part of the organization.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Remuneration:

Remuneration will be commensurate with the qualifications and experience of the successful candidate and will be within the UN Common System salary scale for International Professional at the P-4 level, plus benefits. For more information, please visit:

<https://info.undp.org/gssu/onlinetools/SalCalcInt/SalCalcInt.aspx>

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.

Applications from suitably qualified women candidates are particularly encouraged.

Starting date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email (to hr_recruitment@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 (2020/UNU/HQ/FTA/HR/123175)