



UNITED NATIONS
UNIVERSITY

LOCAL RECRUITMENT MALAYSIA

VACANCY ANNOUNCEMENT

Human Resources Officer (NO-A)

Organisation Unit	:	United Nations University – Centre, Administration
Reference Number	:	2018/UNU/HQ/HR/FTA/HRO/01
Application to	:	hrofficer@unu.edu
Closing date	:	26 February 2018

About UN University

For the past four decades, 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 SDGs, 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. For more information please visit <http://unu.edu>.

Reporting to the Chief of Human Resources, the Human Resources Officer will be responsible for provision of HR services for entire UNU while ensuring the compliance with the applicable rules and regulations. He/she will work in the close collaboration with staff at the UNU Centre and institutes and United Nations Development Programme's Global Shared Service Unit to successfully deliver services. The post is located at UNU Centre (Administration) in Putrajaya.

- 1) Provides support to the **implementation of HR strategies and policies** focusing on achievement of these results:
 - Full compliance of HR activities with the UN Rules and Regulations, UNU policies, procedures and strategies, effective implementation of internal control, proper design and functioning of the HR management system

- Oversees the provisions of the HR services to the UNU's Administrative centre
 - Contributes to the UNU business process mapping and elaboration/establishment of internal SOPs in HR management, controls the workflows in the HR unit
 - Contributes to the implementation of UNU's Gender Parity Strategy
- 2) Provides support to **effective Human Resources Management** focusing on the achievement of these results:
- Management of actions related to HR operations such as hiring, monthly payrolls, insurance enrolments, vacancy announcements, organization of interviews, separations, etc.
 - Oversees the administration of absences and provides relevant advices to staff and managers
 - Liaises with UNDP's Global Shared Service Centre ensuring effective and correct administration of UNU's personnel and accounting for staff benefits
 - Supports the effective management of UNU personnel recruited under Personnel Service Agreement and consultancy contracts
- 3) **Workforce analytics and workforce planning**
- Oversees the preparation and automatization of the workforce analytics reports for UNU Senior Management
 - Prepares analysis for better workforce planning
- 4) Provides support to proper **staff performance management and career development** focusing on these results
- Supports the implementation of UNU's Performance management policy, facilitates the process and provides advices related to the implementation of the performance management policy to UNU's managers and staff, prepares trainings for supervisors and managers
 - Supports the implementation of UNU's Learning policy and serves as learning manager for UNU Administration
- 5) Provides support to **knowledge building and knowledge sharing** focusing on achievement of following results
- Organizes trainings for admin/HR focal points in the UNU on HR -related topics
 - Contributes to the design and management of UNU onboarding programme
 - Contributes to knowledge sharing by synthesis of lessons learnt and best practices

Competences

Treats all individuals with respects, responds positively to differences and fully adheres to the principles defined by UN/UNU Charter. Upholds organizational and ethical norms. Acts as positive role contributing to the team spirit. Collaborates and supports the development of others. Acts as positive leadership model, motivates and inspires others. Open to change and flexible in a fast paced environment. Effective adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour.

Evaluates data and courses of action to reach logical, pragmatic decisions. Applies innovation and creativity to problem solving.

Actively works with the internal clients, evaluates the clients` needs and adapts his/her approach accordingly. Actively seeks feedback from the clients.

Required Qualifications and Experience:

- Bachelor`s degree or an equivalent in business administration, human resources, psychology or related field.
- At least 7 (seven) years or 5 (five years) combined with MA degree or equivalent of progressively responsible experience with successful track record in human resources, preferably in the international environment
- Proven inter-personal skills, ability to work in the multi-cultural environment with sensitivity and respect for diversity
- Experience in implementation and drafting of complex HR processes
- Fluency in oral and written English with excellent drafting and communication skills, knowledge of the second UN language is an advantage
- Experience with ERP systems (HR management, recruitment) is considered an asset
- Advanced knowledge of Microsoft Excel and/or PowerBi is considered an asset
- Strong commitment to customer service
- Must be autonomous, result oriented, self-motivated and hands-on, with the ability to prioritize and multitask
- Experience with United Nations HR policies and practice is desirable but not a requirement

Remuneration:

Remuneration will be commensurate with the qualifications and experience of the successful candidate and at the NO-A level of the National Professional Officer salary scale for Kuala Lumpur (duty station). 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. In accordance with the UNU Personnel Policy, the period of initial contract would be for one-year with the possibility to extend. The mandatory retirement age in the United Nations is 65 years.

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

This is 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.

Applications from suitably qualified women candidates are particularly encouraged.

Application procedure:

Interested applicants should submit their applications by email to 19 February 2018 and must include the following:

- Cover letter explaining the motivation for applying for the post and how the candidate`s qualification and experience match the requirements of the position; completed and signed [UNU Personal History \(P.11\)](#) downloadable from [UNU website](#). Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2018/UNU/HQ/HR/FTA/HRO/01)