LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICER
(NO-A level)

Organizational Unit: United Nations University Centre, Administration
Reference Number: 2011/UNU/ADM/FTA/HRO/09
Applications to:
By Post: Human Resources Services, United Nations University, Block C, Level 1, Wisma U.N. Kompleks Pejabat Damansara, 50490 Kuala Lumpur, MALAYSIA.
By Email: hrofficer@unu.edu
By Fax: +603-2092 2592
Closing Date: 20 March 2011

United Nations University Objectives:
The United Nations University (UNU) is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the United Nations, its member states and peoples. It serves as a think-tank for the United Nations System, contributes to capacity building particularly in developing countries, and serves as a platform for new and creative ideas and dialogue. In addition to the UN University Centre (Headquarters) located in Tokyo, UN University has already established thirteen Research and Training Centres/Programmes worldwide. For more information please visit www.unu.edu.

We are seeking a high caliber candidate with a successful professional track record, the ability to challenge the status quo, create new ideas and the potential to bring a significant contribution to the worldwide expansion of UNU’s operations.

Responsibilities:
Reporting to the Chief of Human Resources, the Human Resources Officer is a key member of the Human Resources team based in Kuala Lumpur, Malaysia and act as a general focal point of contact for HR operational matters. The key duties and responsibilities of the Human Resources Officer include the following:

- Provide support to the Chief of Human Resources in the management, coordination and execution of Human Resources functions;
- Contribute towards the implementation of human resources management policies and procedures, including providing advice, screening and analysis of requests from managers and staff, taking into account the needs, current policies and practices;
- Assist in monitoring contractors’ delivery of agreed works and obligations as per service agreements/contracts with regards to personnel administration matters, documentation and other deliverables;
• Coordinate with managers in UNU Centre and UNU Institutes on staffing requirements and prepare vacancy announcements, review applications and facilitate interview arrangements to select and appoint candidates;
• Prepare classification and analysis of jobs;
• Provide advice to managers on the application of staff rules, policies and procedures;
• Assist in identification and analysis of staff training, development and career support needs, including preparation and coordination of training programmes;
• Conduct induction programme and briefing for new staff members;
• Participate in the preparation of the biennial budget and work plans for HR requirements within UNU Centre and all UNU Institutes;
• Coordinate performance evaluation reports;
• Carry out and follow-through on Human Resources projects;
• Assist in advising and counseling of staff in respect of rights, responsibilities, code of conduct, work and entitlements and provide advice on policies, rules and regulations;
• Provide inputs to salary surveys assessing the labour market to establish salaries and related allowances for locally recruited staff;
• Any other duties as may be assigned or required.

Qualifications and Experience Requirements:
• Completed a University Degree in Human Resources, Social Science, Psychology, International Relations or a related field of study
• At least 7 years of progressively responsible professional working experience in human resources management, preferably in an international environment.
• Strong analytical and problem solving skills with the ability to work under minimal supervision
• Proficient in MS Office applications and experience with using PeopleSoft, Oracle or SAP ERP system is advantageous.
• Ability to establish priorities, work within tight deadlines and handle multiple concurrent activities
• Excellent communication skills with fluency in spoken and written English. Knowledge of a second United Nations official language is an advantage.
• Good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Remuneration:
Remuneration will commensurate with qualification and experience according to suitability of candidates and start at salary scale of NO-A level of the National Professional Officer salary scale for Malaysia 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](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm).

Duration of contract:
This is a full time employment. Initial appointment will be on a fixed-term appointment of 2 years with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirements and satisfactory work performance.

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. Rector reserves the right to appoint the candidate to a level below that is advertised.

This is a locally recruited post. National Professional Officers shall be of the nationality of Malaysia where UNU Office is located. Suitably qualified women applicants are particularly encouraged to apply.

Starting date: April or May 2011.
**Application Procedure:**
Interested applicants should submit their application, preferably by e-mail, and must include the following:

- a cover letter setting out how their qualifications and experience match the requirements of the position;
- a completed and signed UNU Personal History form (P.11) downloadable from UNU website at [www.unu.edu/employment](http://www.unu.edu/employment). Please avoid using similar forms provided by other United Nations organizations;
- the application shall indicate the reference number of the vacancy announcement in their application.

Please note that applications received after the closing date will not be considered and only short-listed candidates will be notified.