



HR Associate

Vacancy #:	6376
Unit:	Asia - Regional Human Resources Unit
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	Asia Regional Office, Bangkok, Thailand
Reporting to:	Head of Human Resources, Asia and Oceania
Work percentage:	100%
Grade:	A3
Expected start date:	01 June 2023
Type of contract:	Fixed-term (24 months)
Closing date:	20 May 2023

BACKGROUND

Our goal is to deliver proactive and competent Human Resources supported by and through guidelines and procedures that enable IUCN Asia with all its diversity to reach its desired objectives.

This is a local recruitment. Only Thai nationals, individuals with residence status or the appropriate employment Visa for Thailand are eligible to apply.

Under the overall supervision and guidance of Regional Head of Human Resources, Asia and Oceania with matrix reporting to the Senior HR Officer, the HR Associate will manage integrated HR processes and ensure effective and efficient conduct of resourcing activities within the assigned country(ies). The HR Associate is expected to provide high-quality customer service at all times, safeguard all HR business transactions involving internal (i.e. hiring managers, unit managers and country representatives) and external (i.e. candidates, service providers) stakeholders and ensure actions are attended to in a timely manner. The HR Associate will also be expected to produce complete and accurate documentation of all resourcing transactions, ensure completeness, compliance, integrity and transparency at all times. Overall, the HR Associate will provide support and facilitate HR transactions in Thailand in line with the standard service levels of IUCN Asia. The HR Associate may be requested to provide HR support services to other countries, based on regional needs.

JOB DESCRIPTION

The HR Associate has a key supporting role in people administration and management in the assigned country(ies) and will work with staff and managers to ensure the smooth operation of the HR practice, process and policies. S/he will provide functional and/or technical support and implement operational plans to ensure quality standards for HR services are met.

1. HR Administration and customer services

- Interpret and apply HR policies, conditions of employment and local labour law, respond to employee's general queries related to policies and guidelines;
- Undertake appropriate research on labour laws and policy changes for the country(ies) assigned and provide pertinent revisions to the line manager;
- Ensure that all staff personnel files have hard and electronic copies (the latter being essential), and ensure all are accurate and complete, updated, well maintained, and stored securely in accordance with an established standard practice;
- Ensure the accuracy and timeliness of data maintain in HRMS
- Update records, generate HR information and other data, and prepare relevant presentations, as may be required for HR reporting;
- Ensure timely and accurate management of audit-passable records and files;
- Contribute to structured salary surveys by providing salary information, social costs and details of other benefits and entitlements in accordance with the contract of employment and conditions of service.

2. Talent Acquisition and Talent Management

- Build the image of IUCN as an employer of choice in the region (i.e., engage in employer branding) and develop links with educational institutions, training authorities, networks and other related entities for sourcing high-quality human capital and proactively develop and identify alternative ways of attracting high-quality human resources in the country(ies) assigned;
- Provide end-to-end process delivery of recruitment and selection of new staff and other personnel such as interns, volunteers, resource persons and consultants, employee lateral transfer, promotion of existing staff and contract reviews and extensions;
- Ensure that recruitment processes emanate from the budget process and that any position being recruited has been approved and included in the Staff Cost Budget (SCB) and Headcount Sheets (HCS);
- Review Terms of Reference (ToR) for new and existing positions and draft job descriptions and vacancies in line with position classification standards and practices;
- Facilitate complete recruitment cycles in other countries, as may be assigned, while ensuring compliance with established rules, guidelines and best practices;
- Develop job adverts that are consistent with the established IUCN standards and ensure that jobs are posted on effective advertising platforms apart from HRMS to deliver high-quality sourcing of candidates;
- Maximise the use of IUCN systems with regard to talent acquisition such as asynchronous video interview and testing platforms as may be available;
- Ensure IUCN's Talent Acquisition policy is observed and line managers are trained and guided on the process, procedures, and timelines;
- Undertake the necessary contract negotiation process with newly-identified staff and personnel and provide compensation in line with equitable levels of pay established at IUCN; facilitate reference/background checks and pre-employment clearances;
- Facilitate the onboarding and induction of new staff and administration of appropriate benefits, ensuring seamless coordination with relevant stakeholders;
- Prepare the welcome and induction package for new staff and ensure the content is relevant and accurate;

3. Contract Management and Payroll

- Monitor dates relating to Probationary Periods, Performance Reviews, and End of Contract; communicating to the appropriate persons as needed and dates in line with contract terms and notice periods are observed;
- Ensure that staff have contracts before they start working and that all related paperwork is complete;
- Prepare payroll in a timely and efficient manner, collate all information relating to the monthly payroll for staff e.g. contract, amendment of the contract, salary changes etc., ensuring that the correct staff details are complete and reflected in HRMS, and all staff on the payroll have valid contracts;
- Administer staff benefits and entitlements such as insurance, pension or provident fund, social security, housing allowance, leave and absences, home leave and education allowance, as appropriate;
- Generate daily rates from HRMS as and when required, issue HR documents such as a certificate of employment as requested by staff.
- Support exit processes when a staff leaves, ensure staff and line manager is guided in the completion of all required documents including conducting Exit interviews. Confirm clearance is processed and final payment have been arranged with the Finance team and that the personnel file is announced in HRMS for the termination of access.

4. Performance Management

- Support the implementation of global initiatives relating to staff performance management, track and follow-up on all related activities and regularly communicate with all staff on performance management related matters;
- In collaboration with the HR Specialist, support managers in formulating training needs for groups and individuals and support in organising training;
- Carry out other relevant tasks as may be assigned.

Please Note: The above TOR contains the main responsibilities and duties of this position. However, in an ever evolving organisation such as IUCN staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular TOR. Where any task becomes a regular part of staff member's responsibilities, the TOR should be changed in consultation between the manager, the staff member and the HR Unit. Any one of the three may initiate the consultation.

REQUIREMENTS

- University Degree in Business Administration, Management, Human Resources, Economics or a related field;
- At least four years of relevant experience in recruitment, payroll, and benefits administration, preferably from an international or multinational organization;
- Good understanding of Thai labour law(s);
- Excellent command of the English language (verbal/written) and coupled with excellent communication and presentation skills;

- Proficient in Microsoft Excel, data manipulation and analysis, as well as data reporting;
- Experience in office applications and web-based management tools and systems;
- Proven experience with HR management systems;

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/6376>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 15,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN>