


# Team Leader, Human Resources <sup>OPEN</sup>

## Human Resources

Reference number: 1821

Job Category: Global

Duty Station: Bogor, Indonesia

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**The Center for International Forestry Research (CIFOR)** envisions a more equitable world where forestry and landscapes enhance the environment and well-being for all. CIFOR is a non-profit, scientific institution that conducts research on the most pressing challenges of forest and landscape management around the world. Using a global, multidisciplinary approach, we aim to improve human well-being, protect the environment, and increase equity. To do so, we conduct innovative research, develop partners' capacity, and actively engage in dialogue with all stakeholders to inform policies and practices that affect forests and people. CIFOR is a CGIAR Research Center, and leads the CGIAR Research Program on Forests, Trees and Agroforestry (FTA). Our headquarters are in Bogor, Indonesia, with offices in Nairobi, Kenya, Yaoundé, Cameroon, and Lima, Peru.

CIFOR is looking for

## Team Leader, Human Resources

### Overview

Under the supervision of the Director General, the Team Leader – Human Resources (TL-HR) provides overall strategic human resources leadership to the organization and will contribute to center-level initiatives. The TL-HR will ensure the development and implementation of global best practices in human resources management. The TL-HR will lead the Human Resources Team in the provision of proactive and results-oriented services. The TL-HR will also assist the Director General in improving the overall operation and effectiveness of the HR Unit; tasks include but are not limited to the development of new or existing policies, systems and procedures as well as ensuring organizational compliance in the implementation of HR policies. In this context, the incumbent must necessarily identify challenges and opportunities faced by HR and assist the Director in making appropriate and sound decisions.

Key result area:

1. As a member of the CIFOR Management Group:
  - Participate in the overall management of the organization.
  - Prepare and lead HR discussions at CIFOR Management Group meetings.
  - Contribute to the development of the center's plans and initiatives, providing advice from the perspective of the impact on staff.
2. Develop, review and update HR strategy and management policies, systems and practices in order to fully support implementations of CIFOR's strategy.
3. Ensure timely and accurate delivery of HR reports, data and other trends analyses.

4. Provide advice to other HR staff on treatment of specific cases.
5. Explain HR's position to staff members relating to specific requests.
6. Other results are to be identified based on discussion with the Director General.

### Duties and responsibilities

Within limits of delegated authority, the Team Leader – Human Resources will be responsible for the following duties:

- Lead, manage and evaluate the HR team plan and facilitate the development of performance plans for the team members, and lead the team in providing expert and customer-oriented services.
- Be responsible for the issuance of amendments to the HR Policy Manual; prepare administrative issuances or amendments thereto and verify their consistency with the existing HR policies; prepare analyses and evaluation of HR policies and practices; and review and provide advice to the management on exceptions to policies, regulations and rules.
- Bring international HR policies, programs and issues into the team and establish standards for the organization in these areas. Understand the difference between local and global policies that affect our work and coordinate the integration of policies and programs where possible.
- Provide guidance to line managers on classification of positions, and contribute to the development of an improved job classification policy of the organization.
- Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Plan and manage HR annual budgets and other financial accountabilities of the HR.
- Liaise with centers, institutions and initiatives within the Consultative Group for International Agricultural Research.
- In coordination with the Deputy Director General – Operations, provide support to staff on security matters particularly in countries where CIFOR has operations.
- Provide support in matters related to expatriation, including spouse and family issues, and orientation at the duty stations.

#### Compensation management:

- Develop parameters for and oversee an equitable compensation and benefits structure, including salary packages, health care benefits, retirement benefits, insurance benefits, leave benefits and expatriation benefits (e.g. housing, education assistance, relocation and repatriation, and other relevant benefits).
- Research and evaluate emerging compensation and benefits legislation and regulatory requirements, trends and best practices for making sound recommendations to the management team in establishing competitive and affordable compensation programs.
- Continually assess the internal equity and also the competitiveness of the compensation programs against the relevant comparable organizations and markets.

#### Performance management

- Oversee the performance management process, and assist the management team in the analysis of both individual and team performance.

### Education, knowledge and experience

- a Master's degree or equivalent in human resources management, business administration or related studies and at least 10 years' experience in full spectrum of human resources function.
- extensive human resources knowledge, with experience in change management
- demonstrated track record in implementing and enhancing human resources policies, systems and practices, and in finding creative solutions to human resources issues
- familiarity with recent trends and awareness of technological advancements relating to HR information systems development
- fluent in both spoken and written English. Other languages such as French is an advantage.

### Personal Attributes and Competencies

- a team player with excellent interpersonal and communication skills, with the ability to

effectively interact with people at all levels in a multicultural and multidisciplinary environment

- values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning, and is committed to staff development
- has a sound analytical ability and good judgment
- has excellent internal consulting and facilitating skills, and has proven diplomatic, deal-making and influencing skills.

### Terms and Conditions

- This is a global staff position.
- Competitive remuneration is offered in US dollars commensurate with skills and experience.
- The appointment will be for a period of two years, inclusive of a nine-month probationary period with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Bogor, Indonesia.

To apply, please visit our careers site at

<http://www.cifor.org/careers>

To learn more about CIFOR, please visit our website at

<http://www.cifor.org>

CIFOR is an equal opportunity employer. Staff diversity contributes to excellence.

### Application process

The application deadline is **09 Dec-2018**

**We will acknowledge all applications, but will contact only short-listed candidates.**

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APPLY NOW

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