



The WorldFish Center, located on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a nonprofit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

## HUMAN RESOURCE ASSISTANT

### Key Responsibilities:

- Maintaining and ensuring 100% accuracy and timeliness of staff information in HR systems;
- Vanbreda insurance administration. Collecting and reporting of claim submissions to IWMI Coordinator and assisting in claims disbursements to staffs;
- Leave administration. Ensuring staffs leaves are recorded accurately and timely. Providing leave reports to Regional offices and other related party on a monthly basis;
- HR documentation and personal file maintenance. Ensuring staff personal files are kept in confidence at all times and for easy access and retrieval;
- Providing general administrative support to HRSS unit. Providing administrative support on recruitment activities, maintaining up-to-date HR policies, procedures and forms on FishNet, preparing staff certification letters, raising PR for payments and consultant, coordinating name cards for new hires and name plates printing, handling staff welfare activities e.g. Fridays breakfast, flower basket ordering and souvenirs for long service staff upon leaving;
- Preparing ID cards for the Center's staffs and keeping good track of cards issued. Responsible for issuing of Vanbreda medical cards to Center's staff as well as other participating Centers and execute charging of cards according to the agreed rate;
- Maintaining HR mailbox; and
- Performing and coordinating New Hire Orientation.

### Skills and Abilities:

- IT literate and knowledge of Microsoft Office programs such as Word, Excel, Power Point, Access, and other Microsoft office programs;
- Conversant in both spoken and written English and Bahasa Malaysia language;
- Strong service orientation (client focused), good interpersonal skills and a team player;
- Ability to work with minimum supervision; and

- Knowledge and understanding of standard office procedures.

### **Qualifications and Experience**

- Certificate or Diploma in Human Resource Management/Business Administration or equivalent;
- 2 - 3 years working experience, preferably in HR; and
- Experience working in multicultural environment.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail addresses) of three (3) professional referees who are familiar with the candidate's qualifications and work experience. You are required to submit your application (with indication on the subject header "**Application for the position of Human Resource Assistant – Headquarters**") to the Human Resources Strategy and Services Unit at [worldfish-hr@cgiar.org](mailto:worldfish-hr@cgiar.org). Screening of applications will begin immediately and continue until **16 April 2010** or until filled. This is a national position that will be based at the WorldFish Headquarters in Penang, Malaysia. Only short-listed candidates will be notified.

*WorldFish is committed to a policy of Equal Employment Opportunity. Applications from qualified female candidates are particularly encouraged.*