



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 RESOURCES EXECUTIVE (COMPENSATION & BENEFITS)

Key Responsibilities:

- Administering Payroll and benefits for expatriates and national staff for countries around South-East Asia, Pacific and Africa regions;
- Coordinating with HR colleagues at the regional offices for monthly staff movements and payroll related documents;
- Managing the monthly payroll reports and posting to Financial System;
- Tracking and reporting employee movements to benefit providers and government authorities for pension, medical/health & term life insurance, national health programs, social security, tax authority, and claim disbursements;
- Ensuring eHRMS is maintained in an accurate and timely basis for payroll processing and headcount reporting;
- Assisting the superior in the annual staff performance system and salary review process;
- Maintaining and filing of personnel records, processing of personal documents;
- Providing administrative support in the implementation of established Human Resources policies, procedures, guidelines and processes.

Skills and Abilities:

- Excellent interpersonal skills and experience working in multicultural environment;
- Enthusiastic, independent, meticulous, analytical, highly numerate and computer literate;
- Matured and reliable in handling confidential data and information;
- Fluent in both written and verbal English language skills;
- Ability to work with minimum supervision;
- Good communication and interpersonal skills with all level of people; and
- Must be a team player and consensus builder.

Qualifications and Experience

- Degree in Human Resource Management, Social Science or Business Administration; Degree in Accounting will be an added advantage;
- Minimum 4 years experience in Human Resource Management specializing in compensation and benefits;

- Good understanding of payroll cycle such as processing, contribution and submissions as per local statutory regulations (i.e.: EPF, Income Tax, and Socso);
- Hands on experience in maintaining a HRMS System;
- Knowledge in accounting is an added advantage; and
- Computer literate with a good working knowledge of appropriate HR / payroll software packages and the Microsoft Office suite of programs.

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 Resources Executive (C&B) – Headquarters**”) to the Human Resources Strategy and Services Unit at worldfish-hr@cqiar.org. Screening of applications will begin immediately and continue until **28 February 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.