

WE'RE HIRING! The world's largest organisation is looking for an experienced Human Resources Assistant to be based in Kuala Lumpur/ Putrajaya!

Summary of key functions/accountabilities:

- Support to business partnering
- Support the business partners in developing initiatives to encourage employee well-being and employee recognition schemes
- Support the management of change processes by advising clientele on changes to HR processes under the guidance of HR Business Partner
- Support the business partners in assisting clientele in using HR systems such as talent management, agora and achieve.
- Support in processing of entitlement and benefits
- Initiates the processing of a wide range of personnel actions in accordance with THE ORGANISATION'S rules and regulations, by ensuring all relevant forms and actions are completed by staff and forwarded to the GSSC.
- Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.
- Support in recruitment and placement
- Prepares and circulates internal and external advertisements.
- Liaises with candidates in the various stages of the recruitment process.
- Prepares formal acknowledgement, offer and regret letters.
- Initiates and follows up on reference checks and academic verifications, and ensuring the completion of other background checks.
- Records and maintains recruitment files, ensuring all necessary documentation has been prepared.
- Monitors life-cycle of recruitment process to update supervisor as necessary.
- Support in organization design and job classification
- Prepares documents to be submitted for classification to RO and NYHQ, ensuring completeness of documentation
- Monitors life-cycle of all job classification requests to facilitate recruitment and organization planning.
- Support in learning & capacity development
- Develops and processes contracts for institutions providing training and courses, ensuring compliance with THE ORGANISATION'S rules and regulations.
- Assists team in organizing and conducting courses, workshops and events by preparing and organizing distribution of materials for participants, ensuring

availability of training venues and required equipment and supplies, while providing logistical and secretarial support at workshops and events as necessary.

- Tracks the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.
- General office support
- Drafting and/or processing a variety of correspondence and other communications
- Setting up and maintaining HR files/records (electronic and paper)
- Scheduling appointments and meetings
- Maintain and generate automated databases containing HR related statistics and generating periodic reports; and performing a variety of administrative duties (e.g. leave recording, etc.).
- The impact of the work of HR Assistants affects the delivery of discrete support services and is closely interrelated with the work of other members of the HR team. The work performed affects not only the timely delivery of HR processes but also indirectly the delivery of the client departments/divisions/offices programmes. They play a key role, as a member of the team, in providing routine and some specialized information both to client's departments and to more senior members of the HR team on HR procedures and the progress of delivery against standards and deadlines.

Competencies and level of proficiency required

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (I)
- Working with people (II)
- Drive for results (I)

Functional Competencies:

- Analyzing (I)
- Learning & Researching (I)
- Planning and organizing (I)
- Following Instructions and Procedures (I)
- Technical
- Good knowledge of HR principles, rules, regulations and procedures within the UN
- Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using HR systems.



- Ability to extract and format data and to solve operational problems
- Ability to organize own work, set priorities and meet deadlines.
- Interpersonal and communication
- Takes responsibility to respond to internal and external service needs promptly and proactively; takes initiative to ensure that deadlines, rules and regulations are met. Uses own discretion to address unforeseen situations.
- Demonstrates a high degree of confidentiality, initiative and good judgment.
- Demonstrates courtesy, tact, patience and ability to work effectively with people of different national and cultural backgrounds.

Requirement Qualification

- Completion of secondary education, preferably supplemented by technical or university courses related to the field of work.
- A minimum of 5 years of progressively responsible administrative or clerical work experience required
- Fluency in English and Bahasa is required.
- Knowledge of another official UN language is considered as an asset.



Applications, shall include CV, name of references, recent photo and current package.
Talentum EQ is undertaking the consultancy work of the above position. Please email your application in English to: liann@talentumeq.com or elif@talentumeq.com