

HR DEVELOPMENT MANAGER – P3

The HR Development Manager will be responsible for providing the HR Department with strategic direction through the subsequent design and implementation of necessary HR policy, processes and procedures in line with IRENA's organisational objectives.

Organizational Setting and Reporting Relationships:

The HR Development Manager will be located primarily in IRENA Secretariat Headquarters in Abu Dhabi, United Arab Emirates. However his/her geographical remit will also cover the Innovation Technology Centre in Bonn and the Liaison Office in Vienna. She/he will be reporting directly to the Chief of Human Resources. The duration of the contract will be 3 years with the potential to renewal.

Grading: P3

Responsibilities: Within delegated authority the HR Development Manager will be responsible for the following duties:

- To develop the framework for all personnel and employee-related activities, including the definition of policies and procedures relating to pension schemes, attendance, government relations, vacations, payroll, compensations and benefits and administrative services.
- To design and implement a fair annual salary review policy, in line with an annual employee evaluation policy.
- To successfully conceive and deliver training and development policy and strategy.
- To create integration strategy for new employee including a detailed IRENA induction programme.
- To assist the Chief of HR in the development of IRENA's overall HR strategy, in accordance with specified organisational objectives.
- To ensure that HR plans/policies and procedures are continually monitored and subsequently reviewed to reflect current best practice.
- To communicate the HR strategy, policies and procedures through clear and concise documentation to both employees and member states through internal and external communications.

Work implies frequent interaction with the following:

The Human Resources Department, IDG, IRENA Executive Management team, IRENA employees and Member States.

Results Expected: To identify and implement a HR framework suitable for a growing international organisation. To plan and continually monitor and improve IRENA's HR policies, procedures and processes to ensure HR best practice. To effectively interact with colleagues and concerned parties both internally and externally.

Competencies:

- **Professionalism:** Knowledge of, and ability to plan, implement and continually monitor the policies, procedures and processes of the HR department in a professional manner. A high level of 'organizational awareness'.
- **Communication:** Speaks and writes both clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication.
- **Teamwork:** Works collaboratively with both colleagues to achieve organizational goals.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- **Accountability:** To ensure that all responsibilities and commitments are completed to the best of his/her ability in line with both operational objectives and organizational rules and regulations.
- **Creativity:** Ability to creatively consider all aspects of HR strategy to ensure improvements in processes and policies are made for benefit the organization.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect.
- **Commitment to Continuous Learning:** Keeps abreast of new developments within the field of Human Resources and actively seeks to develop oneself professionally and personally.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology within the field of Human Resources.

Qualifications:

Education: A minimum of Bachelor level degree educated preferable in a field related to Human Resources of equivalent. A Masters degree in HR or a recognised professional HR qualification such as CIPD or DESS would prove advantageous.

Experience: A minimum of five years generalist HR experience. Extensive experience of planning and implementing HR policies, processes and procedures. An all round knowledge of the different elements of HR, including but not limited to: performance management; training and development; manpower planning; employee relations and compensation and benefits. Middle Eastern experience would also prove advantageous.

Language: Excellent command of written and spoken English is essential. Fluency in other languages would be advantageous.

Applications

Submission of applications: Qualified candidates may submit their application by sending a complete and comprehensive CV and a letter of interest via e-mail to recruitment@irena.org under the reference **Application for HR Development Manager** before 6th March 2010.

Kindly indicate the reference and title of the position when applying.

Applications sent by written mail and/or after the closing date will not be considered.

All applications will be treated with strict confidentiality and respect. IRENA is committed to achieving workforce diversity in terms of gender, nationality, culture. Individuals from minority groups, indigenous and people with a disability are encouraged to apply.

Reference checks will be made after pre-selection and interviews for short listed candidates. For more information on IRENA, visit IRENA web site at www.irena.org