



**World Vegetable Center**

**Job Announcement**

**Human Resources Generalist**

Headquarters, Shanhua, Tainan, Taiwan

The World Vegetable Center (WorldVeg) is a non-profit, autonomous international agricultural research center with headquarters in Taiwan and five regional offices around the globe. WorldVeg's research and development work focuses on breeding improved vegetable lines, developing and promoting safe production practices, reducing postharvest losses, and improving the nutritional value of vegetables. The center aims to raise awareness of the importance of vegetables for improved health and global poverty alleviation. For more information, please visit our website: [worldveg.org](http://worldveg.org).

WorldVeg seeks to recruit a highly skilled and motivated HR Generalist to join the Human Resource Services team at its Headquarters in Shanhua, Tainan, Taiwan. If you are passionate about the HR profession, especially in attracting, developing, and retaining quality talent, we want to hear from you!

### **Key Responsibilities:**

- Support overall HR routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; workplace engagement activities, contract and performance management; recruitment and staffing; and training and development.
- Coordinate and schedule interviews between candidates and interviewers to ensure smooth communication.
- Provide support in the execution of training programs, assisting with logistical tasks of training activities.
- Coordinate new hire onboarding and orientation, ensuring all paperwork and processes are completed efficiently.
- Support the performance management process, including monitoring employee performance and assisting with performance evaluations.
- Help develop and implement employee development programs to enhance skills, engagement, and job satisfaction.
- Assist with HR analytics and reporting to track key performance indicators (KPIs) and HR metrics.
- Support HR projects and initiatives, providing insight and administrative support
- Design, optimize, and maintain HR templates, applications, and documentation formats.
- Backup, scan, and securely store e-copies and hard copies of HR-related documents.
- Assist supervisor with constructive and timely analysis and feedback.
- Undertake any other duties as required by the needs of the Center and directed by the supervisor.

### **Required Qualifications and Competencies (Technical and Behavioral)**

- Bachelor's degree in Human Resources, Organizational Development, Business Administration, or relevant fields.
- Previous working experience as an HR Generalist for (3) years.
- Proven experience in recruitment, employee relations, performance management, training, and benefits administration.
- Proficiency in the HRM system (鼎新) is a plus.
- Strong work ethic and high level of integrity; able to handle sensitive and confidential information with tact and discretion.

- Excellent stakeholder relations, communication, problem-solving, and critical-thinking skills.
- Capacity to work within a high-functioning, diverse, collaborative, and innovative environment.
- Demonstrated personal commitment to receiving and acting on constructive feedback.

**Note:** This position is initially for a 6-month short-term appointment, with the possibility of renewal or conversion to a full-time role pending budget approval.

**The candidate we hire will embody WorldVeg’s Five Core Values:**

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| 1. <i>Dedication to Innovation and Knowledge Sharing</i> | Supports the conduct of world-class science, respects ethical standards, and is committed to transparently sharing results. |
| 2. <i>Commitment to Impact</i>                           | Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals.                    |
| 3. <i>Commitment to Partnerships</i>                     | Believes in the value of partnerships to advance research for development.  |
| 4. <i>Respect for People</i>                             | Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views.                                 |
| 5. <i>Respect for the Environment</i>                    | Strives to minimize its environmental impact and to introduce greener technology and practices.                             |

**How to Apply:** Applicants should submit the following information to [jobapply@worldveg.org](mailto:jobapply@worldveg.org) with the position title in the subject line or the job bank site before **31 December 2024**:

- A letter of application explaining their suitability for and interest in the position along with a curriculum vitae in English and a recent passport-size photograph.
- The list of 3 referees including their names, job titles and e-mails.
- Date of availability.