The World Vegetable Center (WorldVeg) is a nonprofit, autonomous international agricultural research center with headquarters in Taiwan and regional offices around the globe. WorldVeg conducts research and development programs that contribute to improved incomes and diets in the developing world through increased production and consumption of nutritious and health-promoting vegetables. For more information about World Vegetable Center, please visit our website: www.worldveg.org.

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

This is a nationally recruited position and is open for Taiwanese nationals only.

**Key Responsibilities:**

Report directly to and work with the Director of Human Resource Services on:

**Compensation and Benefits:**

- Review, prepare, and update job profiles, ensuring they are aligned with the established job evaluations and classifications.
- Design and implement the delivery of a compensation and benefits package based on the Center's goals and strategy.
- Effectively administer the payroll process, which includes tracking hours worked, calculating employees' pay, and compensation adjustments due to performance evaluation, promotion, or job expansion.
- Conduct regular salary and labor market research and keep abreast with the new trends and best practices to define benchmarks.
- Ensure compensation and benefits practices comply with the country's current laws and regulations, the HR Policy Manual, and the Regulation Manual for NRS.
- Manage life and health insurance policies and coordinate with the Occupational Health and Safety Office for employee wellness, health, and safety programs.
- Develop and maintain electronic databases of compensation and benefits data.
- Oversee annual staff performance review, coordinate improvement plans, and monitor development progress.
- Propose the best ways to attract, retain, and engage employees through recognition and rewards programs.

**Contracts Management:**

- Keep track of key dates related to staff employment contracts in Maconomy - renewals, end of probation, and end of notice periods.
- Draft, review, and update written employment contracts and documentation, including performance management and appraisal documents, HR forms, and templates.
- Assist with preparing documents and records required for employment offers, contract negotiations, performance review meetings, and discussions with the NRS Committee.
- Provide analytics to address challenges and monitor why staff are delayed in signing their contracts.
- Maintain confidential staff records, conduct periodic audits, and prepare, update, and present regular reports.

**General:**

- Review and update the NRS Regulations to ensure the policies and procedures are aligned with best practices.
- Perform other duties as assigned by the Director of Human Resource Services and as required by the Center.
**Required Qualifications:**

- Previous working experience as a compensation and benefits specialist for (5) years.
- Prior experience in HR operations and knowledge of best practices.
- Good understanding of job analysis and job evaluation.
- Familiarity with current employment rules and regulations.
- Hands-on experience with HR software (HRIS).
- Hands-on experience with analyzing and interpreting quantitative and qualitative research.
- Strong communication, analytical, and critical thinking skills.
- Detail-oriented and able to handle confidential information.
- MA in human resources, organizational development, business administration, or similar relevant field.
- Proficiency in Data Systems Consulting (鼎新) HRM system is a plus.

**The Reward:** This is a Nationally Recruited Staff (NRS) position with competitive pay and benefits.

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

1. **Dedication to Innovation and Knowledge Sharing**
   - Supports the conduct of world-class science, respects ethical standards, and is committed to sharing results in a transparent manner.

2. **Commitment to Impact**
   - Aspires to achieve positive, tangible, and lasting impact contributing to Sustainable Development Goals.

3. **Commitment to Partnerships**
   - Believes in the value of partnerships to advance research for development.

4. **Respect for People**
   - Respect the diversity of gender, culture, ethnic origin, religion, age, beliefs, and views.

5. **Respect for the Environment**
   - Strives to minimize its environmental impact and to introduce greener technology and practices.

**How to Apply:** Applicants should submit a letter of application explaining their suitability for and interest in the position along with a curriculum vitae in English, a recent passport-size photograph, names, and addresses (including telephone/fax/e-mail) of three referees, and date of availability to hrservice@worldveg.org and jobapply@worldveg.org or the job bank site. Please mention the position title in the subject line.

**Note:** This is an urgent requirement, and qualified applicants will be invited to interviews immediately.