



World Vegetable Center

Job Announcement

Human Resources Specialist - STAFFING TRAINING & WORKPLACE RELATIONS(STW)

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.

Reporting directly to the Director of Human Resources, we seek 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!

Key Responsibilities:

Talent Attraction:

- Work with the hiring managers in reviewing the job profiles and specific qualifications needed.
- Develop and implement a sourcing strategy that targets the right candidates using various channels—such as job boards, social media (LinkedIn, Glassdoor, etc.), and employee referrals.
- Implement inclusive hiring practices and explore diverse candidate pools to ensure the recruitment process is equitable and attracts talent from a wide range of backgrounds.
- Create standardized interview questions, scoring systems for evaluating candidates, and oversee a bias-free selection process for interviewers.
- Prepare background checks for shortlisted candidates and develop a summary of the Selection Committee's evaluation.
- Prepare the offer letter, ensuring it's aligned with the Center's compensation structure, and negotiating terms, if necessary.
- Evaluate hiring process metrics (e.g., time-to-hire, quality-of-hire, cost-per-hire) to identify areas for improvement or optimization.

Talent Development:

- Develop and implement the onboarding strategy, including the orientation materials and delivery of the 3- and 6-month check-ins for newcomers.
- Support the performance appraisal process and collaborate with managers to identify skill gaps and address staff training needs.
- Coordinate external training programs, seminars, and workshops to expose employees to new knowledge and industry best practices.
- Foster a culture of continuous learning by promoting ongoing professional development and knowledge sharing.
- Measure the effectiveness of learning and development programs through feedback, surveys, and performance outcomes.

Talent Retention:

- Support and introduce innovative employee engagement initiatives that enhance job satisfaction and retention.
- Design and implement recognition and reward programs tied to performance, skills development, and growth.

- Serve as the initial contact and liaison for intake and assessment of employee complaints and workplace relation issues.
- Create survey questionnaires through various channels and review survey results to assess employee satisfaction and morale to help management create action plans based on findings.
- Conduct exit interviews with departing employees, gather information, and develop a summary report about staff separation issues and how to improve retention rates.
- Measure employee engagement levels and analyze common complaints to proactively address issues, ensuring that organizational culture and policies adapt to meet employee needs.

Other Responsibilities

- Coordinate with Regional HR Focal Points on HR planning, management, and reporting across local offices, ensuring regional teams manage HR activities effectively and align with organizational goals.
- Undertake any other duties as required by the needs of the Center and directed by the supervisor.

The Person:

Qualifications and Experience:

- MA in human resources, organizational development, business administration, or relevant fields.
- Previous experience in recruitment, training, and workplace relations.
- Proficient in using data and analytics to recommend improvements and make strategic decisions.
- Able to develop presentations using Microsoft PowerPoint or Canva.
- Strong critical thinking skills, with a creative and innovative approach to HR management.
- Ability to quickly adjust to changing priorities and business needs
- Highly detail-oriented with a capacity to handle confidential and sensitive information.
- Strong communication, stakeholder, and collaboration skills, ensuring cultural sensitivity and mutual understanding.
- Fluent in English, both spoken and written

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:

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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 sharing results in a transparent manner. |
| 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 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 jobapply@worldveg.org or the job bank site on or before **20 April 2025**. Please mention the position title in the subject line.

Note: This is an urgent requirement, and qualified candidates can expect to receive an invitation to attend interviews prior to the deadline for application. The position will remain open until it is filled.

Female internal applicants are strongly encouraged to apply.