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.

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:

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

**Staffing**

- Oversee the entire hiring process, ensuring that every stage of recruitment runs smoothly, meeting lead times, and creating hiring status reports for management review.
- Utilize social media, platforms, professional networks, and in-person sourcing techniques to attract and build pipelines of talent.
- Contribute to developing position descriptions, writing and posting job advertisements to appropriate job boards, print media, and digital platforms.
- Design interview questions and screening procedures for individual positions, including background checks for shortlisted candidates.
- Work with hiring managers in conducting interviews with candidates and assessing their skills, experience, and aptitudes for the position.
- Develop and implement the boarding strategy, including the orientation materials and delivery of the 3- and 6-month check-ins for newcomers.

**Workplace Relations**

- Actively research evolving best practices that address common challenges in educating the workforce about cultural competence, respectful workplace, awareness of social difference, and train others to incorporate them into their coaching and mentoring practices.
- Create survey tools and questionnaires through various channels and review survey results to measure employee satisfaction and morale to help management create action plans based on their findings.
- Conduct exit interviews with departing employees, gather information, and develop a summary report about staff separation issues and how to improve retention rates.
- Help managers develop plans to improve employee engagement through one-on-one meetings with employees, focus groups, workshops, or other methods.
- Serve as the initial contact and liaison for intake and assessment of employee complaints and motions raised by the NRS Committee.
- Assist with recordkeeping related to hiring, termination, leave, transfer, and promotion, particularly regarding equal employment opportunity, gender, and diversity initiatives.
- Propose the best ways to attract, retain, and engage employees, such as through recognition and rewards programs.
- Undertake any other duties as required by the needs of the Center and directed by the supervisor.
The Person:

Experience and Competencies:

- Previous experience as a staffing and workplace relations specialist for (3) years.
- Professional orientation and exposure to HR operations and knowledge of best practices.
- Knowledgeable in competency-based interviewing and conflict resolution methods.
- Good understanding of the full cycle hiring process and employee experience.
- Familiarity with current trends in talent acquisition, development, retention, and transition.
- Hands-on experience with developing employee workplace engagement programs and initiatives.
- Proficient with HR software (HRIS) and analyzing and interpreting quantitative and qualitative research.
- Excellent stakeholder relations, communication, problem-solving, and critical-thinking skills.
- Strong work ethic and high level of integrity; able to handle sensitive and confidential information with tact and discretion.
- Capacity to work within a high-functioning, diverse, collaborative, and innovative environment.
- Demonstrated personal commitment to professional growth and receiving and acting on constructive feedback.
- MA in human resources, organizational development, business administration, or relevant fields.

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 transparently sharing results.

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 jobapply@worldveg.org and HRservices@worldveg.org or the job bank site on or before 30 December 2023. 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 before the deadline for application. The position will remain open until it is filled.

*Female internal applicants are strongly encouraged to apply.*