

HR PERSONNEL ADMINISTRATION MANAGER – P2

The HR Personnel Administration Manager of IRENA will be responsible for managing all day to day operations of all HR personnel administrative matters as per the policies and procedures implemented by the HR Development Manager and the Chief of HR.

Organizational Setting and Reporting Relationships:

The HR Personnel Administration 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 HR Director.

The duration of the contract will be 3 years with the potential to renewal.

Grading:

P2

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

- To supervise and conduct all administration matters pertaining to the HR function, including but not limited to just confidential employee information.
- To successfully collate, store and manage important documentation in both hard copy and electronic format through a clear and concise reference system.
- To manage the day to day operation of the employee relations function including employee vacations and employee absences.
- To prepare important employee documentation including offers of employment and employment contracts when advised by IRENA senior management.
- To be responsible for the calculation and preparation of employee settlement documentation.
- To track all matters pertaining to various employee pensions.
- To liaise with finance and provide the essential information to ensure that pay roll is carried out in accordance with policy implemented by the Interim Director General and the HR Development Manager.
- To assist the Chief of HR and the IRENA Executive Management team in the development of IRENA's overall HR strategy, in accordance with specified organisational objectives and to ensure current HR best practice.
- To monitor the success of implemented administrative policies and suggest where applicable if and where any suitable improvements could be made.

- To potentially build and manage a small personnel administration team in the mid to long term.
- To enforce when necessary the importance to employees of complying with the HR policies, processes and procedures.

Work implies frequent interaction with the following:

The Human Resources Department, IDG, IRENA Executive Management team and all wider employees of IRENA.

Results Expected: Efficient and professional management of HR Personnel Administrative matters. Ability to consistently and fairly apply appropriate policies, guidelines, procedures and processes. Effectively interacts with colleagues and concerned parties internally and externally.

Competencies:

- **Professionalism:** Knowledge of, and ability to apply the policies, procedures and processes of the HR department in a professional manner.
- **Communication:** Speaks and writes 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:** Thinks “outside the box” and suggests when necessary improvements in processes and policies.
- **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 in own occupation/profession; 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 Personnel Administration.

Qualifications:

Education: Bachelor level degree educated preferable in a field related to Human Resources of equivalent.

Experience: A minimum of four years similar experience within a HR function. Notable experience of managing large amounts of confidential employee information. 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 Personnel Administration 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