

HEAD OF HUMAN RESOURCES

Organization: Global Green Growth Institute (GGGI)

Post Date: 7 July 2015

Location: Seoul HQ

Assignment: Fulltime

Grade: C4

Position Number: GGGI-HR_15-517

Closing Date: 28 July 2015

INTRODUCTION

The Global Green Growth Institute (GGGI) is a new international organization committed to strong, inclusive green growth. We assist developing and emerging countries with integrating their ambitions for strong economic performance and environmental sustainability with the goal of bringing about poverty reduction, job creation, social inclusion, and climate change mitigation and adaptation.

Headquartered in Seoul, GGGI was established by treaty in June 2012 at the United Nations Rio+20 Conference by an initial group of eighteen nations who share the organization's vision. To date, there are a total of 24 Member Countries who joined the organization.

GGGI has a diverse portfolio of programs in developing countries around the world. These in-country programs, together with global products and services, focus on delivering results through an integrated approach of evidence-based green growth planning and implementation aligned to countries' development priorities. The organization also focuses on knowledge development and management activities which build a strong theoretical and empirical basis for green growth, while providing concrete options and guidance for policymakers; as well as building the conditions for public and private green infrastructure investments.

JOB DESCRIPTION

Reporting to the Deputy Director-General and Head of Management and Administration Division, the Head of Human Resources is responsible for matters related to Human Resources management and organizational development at GGGI. More specifically:

*** Responsibilities:**

- Effectively manage Human Resources Unit to address the needs of staff, management, and the organization, including but not limited to, team of staff and consultants, budget, communication, records and reporting, as needed.
- Actively engage in the recruitment of new talent, and enhance the organization's capacity to attract, retain, develop, and manage the talent to deliver the results on the ground per GGGI 2015-20 Strategy.
- Manage and as appropriate undertake core HR processes, such as staffing, recruitment, performance management, compensation and benefits, learning and development
- Manage and/or proactively support change management initiatives, such as but not limited to implementation of Enterprise Resource Planning tool, realignment of grade structures, introducing new staffing and compensation concept, and enhancing learning culture and opportunities.
- Advise management on internationally recognized employment policies and practices; and ensure GGGI HR policies and practices are in compliance with international standard and practices, while addressing the specific business and organizational needs of GGGI;
- Make appropriate recommendations to address short and long term HR needs and issues per GGGI core values and business needs.

QUALIFICATIONS

Education: Minimum, Master (M.A.) in human resources, business, economics or other related fields; continuous exposure to training in various aligned fields.

Experience: Minimum 10 years of relevant professional experience, preferably recent experience in the international area of organizations. Understanding of International Organizations such as multilateral development bank, the UN, or similar experience in green or environmental organizations, at the supervisory level is an advantage.

Languages: Fluency in English. Proficiency in French, Spanish and/or Arabic an advantage.

Special Considerations:

- Appreciation of green growth, with some experience working in programmatic side of organizations dedicated to environmental sustainability at the supervisory level.
- On the ground experience in an international environment and in-depth understanding of leading and implementing key change management initiatives and processes
- An understanding of human resources management practice of International Organizations, such as United Nations organizations, Multilateral Development Banks, or similar international nonprofit organizations;
- Experience of, or ability to concretely contribute to development of rapidly evolving organizations;
- Emotional and Cultural intelligence and track record of effectively operating and communicating in diverse and multi-cultural organizations.
- Ability to articulate ideas and key points concisely, while adjusting to various audience, such as senior management, staff, donor communities, etc, in writing and verbally;
- Good understanding of benefits of integrated Enterprise Resource Planning tools.

Three managerial competencies:

- Inspiring Trust and Integrity
- Leadership and Strategic Thinking
- Managing Staff

HOW TO APPLY

- Interested candidates should apply to: MNADivision.34611.999@gggi.aplitrak.com
- Please indicate the position you are applying for: "GGGI-HR_15-517 – Head of Human Resources"
- Please submit CV and Cover Letter in English (**Merged into one PDF file**)
- For more information on GGGI, please visit our website at www.gggi.org