

## The person and the job:

The International Water Management Institute (IWMI) is looking for a Head of Human Resources (HR) who will be based at the Institute's headquarters in Pelawatte, Battaramulla. The position holder will play a very critical role in IWMI's middle management that supports a number of practices and objectives to provide an employee-oriented, high performance culture, which emphasizes empowerment, quality, productivity, goal attainment and ongoing development of a superior workforce. The person will work under the direct supervision of the Corporate Services Director (CSD).

## You will be responsible for the following:

- **HR strategy development and operational reviews:** Understanding the objectives of IWMI's strategic plan; driving the development of HR strategies; deriving implications for people management; and developing a competency-based performance management strategy, compensation and benefits strategy, and a human resources information system (HRIS) strategy under the guidance of the Corporate Services Director.
- **Recruitment and HR operations:** Taking the lead in staffing matters for IWMI by coordinating with the leadership team and hiring managers to meet their staffing needs, and providing recommendations to rationalize the utilization of human assets; and providing ongoing guidance, interpretation, technical support and analysis to the management on matters related to recruitment and HR operations.
- **Compensation and benefits:** Taking the lead in conducting the job evaluation process; carrying out research on the relevant economic indicators needed for the compensation review, and providing information on market movements and trends; conducting annual market-based compensation studies; assessing the effectiveness of current practices vis-à-vis benchmarks and internal stakeholder feedback through innovative technical analysis; and supporting the conduct of cost modeling, and proposing changes to policies, processes and guidelines on compensation and benefits (e.g., increments, performance-linked pay, promotion criteria, benefits, linkage to competencies) in line with IWMI's HR strategy.
- **Process improvement and policy development:** Facilitating, with internal oversight, assessment of current policies; and identifying opportunities to improve, decentralize, and streamline existing processes and policies.
- **Performance management and development system:** Directing the performance process of IWMI; and guiding supervisors and staff members to implement the activities effectively.
- **HR reporting:** Preparation of updates from IWMI's Board of Governors as it relates to various HR metrics and projects.
- **Expatriate management:** Supporting the talent acquisition process by providing oversight to employment visa matters for expatriate staff, and also providing support with any requests for data in relation to this.
- **Gender and diversity:** Supporting the implementation of gender and diversity initiatives, including the participation in, and contribution to, special groups such as the spouse employment working group, etc.; assisting in mainstreaming the CGIAR Consortium gender and diversity (G&D) agenda; communicating the G&D initiatives effectively with IWMI's leadership and staff groups; and adapting and implementing industry best practices on G&D.
- **Audits and other special projects:** Taking the lead in, or contributing to, HR audits, and other special projects in HR from time to time.
- **Staff welfare, networks and partnerships:** Maintaining a close working relationship with representatives of the IWMI Staff Welfare and Recreation Committee, and Staff Consultative Committee in the region to address staff issues and develop welfare program strategies; collaborate with HR colleagues in other regions and other CGIAR centers to identify and explore the 'best practices' in HR; and work collaboratively with benefit service providers and ensure that IWMI leadership and staff are updated on changes to employment benefits.

## You will possess:

- a Master of Business Administration (MBA) with a specialization in human resources or an equivalent combination of education and experience;
- over 10 years of HR experience in an international, not-for-profit organization or similar establishment in a generalist capacity, and a minimum of 5 years of experience in people management;
- knowledge of compensation and benefits;
- knowledge of talent acquisition concepts and processes;
- knowledge of talent management, and capacity building concepts and processes;

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## HEAD OF HUMAN RESOURCES (Colombo, Sri Lanka)

- knowledge of employee engagement concepts and processes;
- knowledge of employee relation concepts and practices;
- knowledge of gender and diversity policies and practices;
- knowledge of HR processes and policies;
- knowledge of HRIS;
- knowledge of financial planning;
- the ability to foster collegiality in the workplace;
- the ability to foster partnerships;
- effective written and oral communication skills;
- problem-solving skills;
- innovative and critical thinking skills;
- the ability to implement change initiatives; and
- the ability to nurture talent.

### Note:

This is a **regionally recruited position and citizens of Sri Lanka with experience of living and working in the region are encouraged to apply**. IWMI offers a competitive salary, transport allowance, retirement plan and health insurance package. Expatriate benefits such as education, shipping assistance, annual home leave and housing allowance are available only to non-Sri Lankan citizens. Salary and benefits are paid in US dollars. The employee is responsible for any taxes assessed by their country of citizenship and/or country where posted unless otherwise exempt. IWMI's policy is to appoint staff initially on three-year contracts which are subject to renewal, depending on performance and the Institute's needs.

The International Water Management Institute ([www.iwmi.org](http://www.iwmi.org)) is an international, non-profit research organization dedicated to providing evidence-based solutions to sustainably manage water and land resources for food security, people's livelihoods and the environment. IWMI is a member of CGIAR, a global research partnership for a food-secure future.

*IWMI is an equal opportunity employer and is keen to further diversify its staff in terms of both gender and nationality.*

Please submit your application online at: [www.iwmi.org/jobs](http://www.iwmi.org/jobs)

**Closing date: September 06, 2015**

**Complete Application Form + attach your résumé + attach your letter which addresses IWMI's requirements shown above with names and email addresses of 3 professional referees, to be contacted if you are short-listed**

Your application will be acknowledged automatically within 24 hours. If not, please email us at [work-at-iwmi@cgiar.org](mailto:work-at-iwmi@cgiar.org)