

Role Profile

**HR Manager
Central West Asia (CWA)**

February 2017

CABI BACKGROUND

CABI (www.cabi.org) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.

We have around 450 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, UK, USA and Zambia.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 48 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

CABI's Knowledge Business

We produce key scientific publications for the global research community, including CAB Abstracts, the world-leading database covering agriculture and environment, and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Our Knowledge Business also supports our international development mission with the creation of innovative information solutions and appropriate technologies to transfer knowledge to farmers and extension workers. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to users worldwide.

Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.

Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

Plantwise

Plantwise is a global programme, led by CABI, to increase food security and improve rural livelihoods by reducing crop losses. Sustainable networks of local plant clinics provide farmers with practical plant health advice, reinforced by the Plantwise Knowledge Bank, an online gateway to plant health information. Working in close partnership with relevant actors, Plantwise strengthens national plant health systems from within, enabling countries to provide farmers with the knowledge they need to lose less and feed more. www.plantwise.org

THE ROLE

Job title:	HR Manager, Central West Asia (CWA)
HAY Grade:	HAY Band 5
Reporting to:	Regional Director and functionally to the HR Director (UK based)
Salary:	We offer a competitive package in the not-for-profit development sector.
Term:	The role is offered as an initial appointment of three years subject to renewal and extension.
Direct reports:	None
Key peer group:	Finance Manager, Project Scientists, Project Development Officer
Location:	Rawalpindi, Pakistan

CABI profile in Central & West Asia

Pakistan is one of the very strong member countries of CABI in the region, besides working relations in the neighbouring countries. The regional centre in Rawalpindi has been established for over 50 years. CABI scientists and publishing products are well respected in the region, and recent major projects have been funded by many international donors. We are committed to the highest standards of delivery of our projects and place a high value on impact, Monitoring & Evaluation and Gender.

Purpose of the role

HR aims to provide a professional and business oriented service to CABI management and staff worldwide and this is a key role working as part of a generalist HR team providing a positive, engaging and efficient service to CABI employees.

The role is hands-on and broad based to deliver a professional, business oriented HR service. The HR Manager will work with team managers and staff and on projects across CABI but will have a strong focus on Pakistan operations. The role will cover advice and guidance, local policy research, HR management systems and analysis work, managing local recruitment and internal comms.

Candidate profile

The appointed candidate will be an HR generalist with a broad-based skills set to fulfil the full range of job requirements in a busy environment, working with an international HR team. S/he will be an experienced recruiter and capable of establishing immediate credibility with management, staff, and professional advisers.

Key Accountabilities

- to work with Regional Director and HR colleagues in UK to deliver business critical advice and strategic support on all aspects of HR;
- to ensure the compliance and adherence to the CWA HR policy and its related functions;
- to ensure the robust case management of all performance, conduct, etc issues providing challenge and support to Regional Director and HR Director to ensure that matters are dealt with professionally;
- to lead the end to end recruitment and selection process in Central West Asia, from advertising, interviewing, appointment and induction stages.

- to support the building of strength and capability of leaders, managers and management teams in the region to lead and manage change;
- to provide support in procurement services related to HR;
- to undertake project work and conduct background policy research and analysis (eg benchmark reports on local and international Terms & Conditions), to update HR policy of CWA from time to time;
- to partner with line manager and HR colleagues to develop talent and succession plans, and in particular to create learning and development plans for key staff (Future Leaders etc) which are aligned to business plans and focus on personal growth to achieve business results.

CANDIDATE PROFILE

Knowledge & Skills

- numerate with good writing skills
- advanced level skills in Microsoft Word, Excel and PowerPoint
- familiar with management systems
- good knowledge of employment laws and good practice in Pakistan
- demonstrated skills in human resource management and evaluation systems

Education & Qualifications

- education to degree level from HEC recognised university;
- relevant professional membership.

Personality Characteristics

- a team player, with good interpersonal and communication skills;
- a focus on delivering results and providing solutions;
- well organised and able to cope with changing priorities;
- flexible, adaptable, approachable and willing to take initiative;
- good attention to detail and to accuracy;
- motivated to provide a good service;
- a discreet and professional approach;
- demonstrable experience of diplomacy and tact to work in a cross-cultural organisation.

Experience

- a 7-8 year track record of consistent achievement in generalist HR as a practitioner;
- a 'thinker and a do-er' with experience of supporting the development and delivery of successful; HR strategies, initiatives and policies;
- sound experience of employment law in Pakistan.

HOW TO APPLY

To apply please send the following to recruitment@cabi.org quoting **Job Reference 04/2017** and stating where you saw this post advertised:

1. a covering letter describing in full how you meet the candidate profile, and to include details of your current remuneration;
2. a full Curriculum Vitae;
3. the names and contact details of three referees, one of whom must be your current or most recent employer – referees **will not** be contacted without your prior permission.

Please note:

- the **closing date** for the receipt of applications is **Friday 3 March 2017**;
- interviews to be held in **Rawalpindi** during **week commencing 13 March 2017**.