

**PART-TIME (50%) HUMAN RESOURCES SPECIALIST**  
**- AT THE GLOBAL WATER PARTNERSHIP ORGANIZATION (GWPO)**

<b>JOB TITLE:</b>	<i>Human Resources Specialist</i>
<b>APPLICATION DEADLINE:</b>	26th October 2018
<b>LOCATION:</b>	Stockholm
<b>DURATION:</b>	1 year contract, extendable (at 50%)

## Background

The Global Water Partnership (GWP) is a multi-stakeholder platform supported by a global secretariat that was established as an intergovernmental organisation to support countries in their efforts to implement a more equitable and sustainable management of their water resources. The GWP network spans 13 regions with more than 3,000 institutional Partners in 180+ countries.

Global Water Partnership Organisation (GWPO) is an intergovernmental organisation with its global hub based in Stockholm, Sweden under a Headquarters Agreement with Sweden. GWPO helps to support and advice the GWP Network across the globe. The GWPO Secretariat has 25 staff employed headed by an Executive Secretary. All the staff are employed in accordance with the Headquarters Agreement with Sweden, the GWP & GWPO Statutes, and the GWPO Staff Rules and Regulations and Administrative Instructions, as well as other polices. GWPO is not obligated to follow Swedish labour laws, but is required, under the Headquarters Agreement, to be a good and proper employer. The GWPO human resources management is set up to ensure it fulfils common international administrative law standrads and is based on the staff rules and regulations of the UN and many other international development organisations.

The staff at GWPO are employed as international civil servants. GWPO has its own pension, and social security system as well as other entitlements and benefits as set out in its Staff Rules and Regulations. GWPO also provides for management of ongoing professional assessment and development.

## Human Resources management support

To ensure a productive and conducive working environment, GWPO is looking for a person to fill a part-time position to support the Executive Secretary with the the human resources management of the staff of GWPO. This support would include the following activities:

1. Maintain, regularly review, and update as needed (at a minimum on an annual basis) the GWPO HR policies and frameworks (GWPO Staff Rules and Regulations, Adminsitrative Instructions, Human Resources Management Policy, Salary Policy, Recruitment Policy, Anti-Fraud/Corruption Policy);

2. Draft Human Resources reviews and reports, and support the Human Resources subcommittee at the Steering Committee as well as support the GWPO Management Team in relations with the GWPO Staff Association;
3. Manage recruitment processes, including drafting and maintaining job descriptions, assisting in classifying job descriptions within GWPO's job grading framework, post vacancy advertisements, review applications and prepare long list, participate in shortlisting meetings, support interviews of shortlisted and final candidates, keep records of decisions, and support onboarding and possible advice as to registration of international staff with the Swedish Foreign Ministry.
4. Provide support and advice for GWPO's Professional Development Dialogue (annual performance assessment process), professional development programme, training and manage the training budget.
5. Support and advice the Management Team in relation to human resources disputes on an as needed basis, for example disagreements with decisions within the Staff Rules and Regulations, cases of harassment, discrimination or other challenges to GWPO's human resources management.
6. Support, if necessary, the Exit Processes (voluntary and involuntary separation; exit interviews).

## Your profile

In order to carry out the role, the person we are looking for would need the following experience and attributes:

### Technical

- Education: University degree in HR management or other behavioural sciences.
- Experience: At least 7 years' experience with general human resources management, specific knowledge/specialisation in talent management, training, and recruitment an advantage.
- Experience: At least 2 years' work experience of interacting with senior managers and management teams, analysing HR statistics and writing HR reports for management boards.
- International organisation: Knowledge of human resources functions within the international non-profit sector and Swedish labour law is an advantage.
- Excellent oral and written communication skills in both English and Swedish; working knowledge of French and/or Spanish is an advantage.

### Not-technical

- Professionalism: Demonstrating/safeguarding ethics and integrity. Ability to work in a multi-cultural and international environment based on mutual respect and tolerance. Ability to exercise good judgement, discretion and tact in handling sensitive issues.
- Planning and Organizing: Excellent organizational and task management skills, with appropriate attention to details and ability to prioritize work among competing demands, and under tight deadlines.
- E-literacy: Excellent e-skills, including the ability to use modern office technology and related software. Practical knowledge of human resources software and applications is an advantage.
- Teamwork: Support colleagues, contribute to team culture, and share responsibility for decision-making and results.
- Personal: A good sense of humor. Love for nature, its beauty and its resources. Willingness to 'get the job' done with a positive attitude

Professionals with a background from Asia, Africa, Eastern Europe, Latin America, or Middle East are particularly encouraged to apply.

GWP offers competitive remuneration as well as an attractive work environment, with flat hierarchies and fast decisions, and with great opportunities for professional exposure and growth. The contract is initially offered for 1 year with the possibility of renewal.

Please send in your CV along with a motivation letter to [vacancy@gwp.org](mailto:vacancy@gwp.org) by Friday, 26<sup>th</sup> October 2018.