

DESCRIPTION:

The International Water Management Institute (IWMI), a CGIAR Research Center is seeking for an innovative & multi skilled candidate to join its headquarters in Battaramulla, Sri Lanka as the Human Resource Officer – Talent Development.

The Human Resources Officer – Talent Development is responsible for supporting efficiently implementing the organization's Learning and Development (L&D) activities. This role also involves administering performance management initiatives, and capacity development efforts. The Officer will be accountable for supporting internships and graduate fellowships across IWMI.

DUTIES & RESPONSIBILITIES:

Performance Management,

- Administer and continuously improve the organization-wide performance appraisal system and support management and staff.
- Ensure administration of integration of IWMI's core competencies, technical competencies, core values, and key performance measures into the performance appraisal system.
- Provide continuous support to frontline managers and supervisors to ensure the effective use of performance management tools and the process.
- Develop and deliver presentations and training sessions to management and staff on performance management and the performance appraisal system.
- Collaborate in the development and implementation of performance improvement plans for staff when necessary.
- Prepare reports on the measurement of results and provide support in administering the Position Review Committee process for performance-based pay, promotions, reclassifications, and rewards.

Capacity Development,

- Support the delivery of statutory, mandatory, developmental, and organizational change training for new and existing staff throughout the organization.
- Monitor and stay updated on regulatory and mandatory requirements for staff training and competence, incorporating any changes into the statutory and mandatory training programs.
- Coordinate and support the delivery of learning and development (L&D) solutions that align with the overall HR and L&D strategy. Collaborate with stakeholders, including line managers and management, to support in developing programs that meet the needs of the organization.
- Identify, select, and coordinate with external consultants and resources for key programs and general training requirements.
- Evaluate all learning and development interventions based on the stakeholder feedback, reporting against agreed-upon Key Performance Indicators (KPIs).
- Stay updated on current training practices, methods, e-learning development, and rapid online software technology.

Fellowships & Internships,

- Support the recruitment process for the internship and fellowship programs, utilizing electronic and in-person outreach to academic institutions, student and academic networks, the IWMI website and database, key distribution lists, and other relevant sources. Maintain comprehensive databases of recruitment contacts.
- Provide regular progress reports on the internship and fellowship programs to the Manager P & C and the Management Team.
- Monitor and update intranet information pertaining to the internship and fellowship programs, working alongside IWMI's communications staff to ensure accurate and prompt updates.

Employee Relations & Special Projects,

- Assist the Manager - People & Culture in organizing and executing employee engagement activities and contributing to special projects as needed.
- Support HR projects by preparing necessary documents, tracking timelines, and ensuring the timely delivery of project deliverables.

EDUCATIONAL QUALIFICATIONS & EXPERIENCE:

Essential

- Bachelor's degree in Human Resources/Business Administration/Management or in a related discipline, or equivalent professional status awarded by a relevant professional institute.
- Minimum of 03 to 04 years of experience in Learning and Development, Performance Management related HR administration and/or HR generalist experience.

KNOWLEDGE, SKILLS & ABILITIES:

Essential

- Excellent oral and written language skills in English, including effective listening and strong verbal and written communication abilities.
- High proficiency in digital HR systems and processes.
- Ability to handle sensitive and confidential information in a professional manner.
- Personal attributes such as high standards of conduct, respect, flexibility, and sound work ethics.
- Ability to effectively establish priorities, and plan, organize, implement, and monitor work activities with limited supervision.
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with people in a multicultural and multi-disciplinary environment, with sensitivity and respect for diversity.
- Proven ability to manage multiple competing priorities under strict deadlines with minimal supervision and great attention to detail.

BENEFITS:

This is a nationally recruited position and only Sri Lankan nationals will be considered. IWMI offers a competitive salary and benefits package, inclusive of health insurance, life insurance, accidental death and dismemberment (AD&D) insurance, and long-term disability coverage. The duration of the contract will initially be for a period of three years with the possibility of extension.

HOW TO APPLY: Apply for the position by following the application instructions at www.iwmi.org/jobs. We will be accepting applications through 24:00 (IST) on **February 23, 2025** (applications will be reviewed on a rolling basis). Your application must include a CV, cover letter, and three (3) references, which may be contacted if you are shortlisted. Receipt of all applications will be acknowledged, but only short-listed candidates will be contacted.

The International Water Management Institute (IWMI) is an international, research-for-development organization that works with governments, civil society and the private sector to solve water problems in developing countries and scale up solutions. Through partnership, IWMI combines research on the sustainable use of water and land resources, knowledge services and products with capacity strengthening, dialogue and policy analysis to support implementation of water management solutions for agriculture, ecosystems, climate change and inclusive economic growth. Headquartered in Colombo, Sri Lanka, IWMI is a CGIAR Research Center with offices in 15 countries and a global network of scientists operating in more than 55 countries. www.iwmi.org

IWMI believes that diversity powers our innovation, contributes to our excellence, and is critical for our mission. We offer a multi-cultural, multi-color, multi-generational and multi-disciplinary working environment. We are consciously creating an inclusive organization that reflects our global character and our commitment to gender equity. We, therefore, encourage applicants from all cultures, races, ethnicities, sexes, national or regional origins, ages, disability status, sexual orientations, and gender identities.