



HR Officer

전 세계 100 여 개 국가에서 활동하고 있는 세계최대규모 자연보전기관 WWF(세계자연기금) 한국본부에서 자연과 인류가 조화롭게 공존하는 지속 가능한 미래를 만들기 위한 활동에 함께할 HR Officer 를 채용합니다.

Mission / Objectives of the Department

- To advance the mission of WWF Korea by recruitment with qualified people equipped with WWF four values, retention, development & education, culture transformation and exit process support as a business partner.
- Drive Impact-driven culture & C&B Structure with organization capacity building.
- Ensure effective implementation of all adopted HR policies, procedures, and legal and statutory requirements.
- Streamline HR processes and procedures, and implements new HR initiatives and requirements.

Major Functions/Objectives of the Position

- Manages the staff life cycle (hiring to exit) of all staff in the Korea office.
- Ensures all WWF-Korea HR policies and procedures are up to date and emphasize our vision, mission, and values.
- Supports the team across a variety of functions and will therefore have an adaptable, flexible approach to their work as well as excellent communication and presentation skills and a passion for people and the environment.
- Ensures the WWF Value oriented culture is set in the office.

Main Tasks & Responsibilities

Managing the Human Resources Strategy

- Plan and manage the local Human Resources strategy and execution with Job analysis according to Job description to ensure effective value to the organization
- Execute and follow-up on engagement survey related activities
- Deploy business priorities into Human Resources strategies, plans and actions Implement and sustain Human Resources initiatives such as HR and Admin policies, procedures, programs
- Integrate international policies with ensuring national legal compliance, laws and regulations with monitoring and implementing applicable local requirements which led to the best fit to WWF-Korea organization
- Coordinate the human capital review process and leads succession planning activities and workforce planning

Managing Staff Compensation Strategy

- Develop and implements total compensation management packages
- Conduct HR initiatives and relevant projects (e.g. Global Salary Management System, Performance Evaluation Process, yearly C&B process, IPE project) by analyzing total remuneration survey, salary structure and salary increase process, for assisting the business to achieve objectives
- Process the monthly payroll in cooperation with external payroll service provider
- Manage personnel planning, annual salary rounds and promotions/salary adjustments for defined areas
- Review yearly performance of staffs
- Ensure top and low performers are identified and initiate/execute action as Reward & PIP (Performance improvement plan)

Managing Staff Development Activities

- Ensure completion of the duties and responsibilities of the staff, as outlined in applicable job description(s).
- Coordinate and conduct mandatory training program, K-class, HR class

Risk & Compliance Management, Workplace Investigations

- Analyze current risks and potential risks that are affecting the company, and prepare risk management and controls where necessary.
- Manage and response of labor-related issues
- Recommend and implement best approach for regular compliance reviews
- Undertake investigations of disciplinary, grievance and complaints of varying complexity in line with WWF policy and procedures, WWF best practice relating to issues including Respect in the Workplace, Fraud & Corruption and Safeguarding

- Analyze information collected and reach timely unbiased conclusions and findings
- Generate professional, well-drafted investigation records, plans and reports including recommended actions arising from investigation findings
- Manage issues that are highly confidential and may raise significant financial, legal, or reputation risk to the organization.
- Support Project managers in developing Project risk register & compliance and ESSF to WWF's Quality Assurance process
- Develop country level guidelines / communication materials in order for WWF staff and third parties to gain better understanding about WWF social safeguard policies & Risk management, including in local languages.
- Provide guidance on risk management policies and procedures to WWF's third parties covered by contract agreements (service providers, consultants, counterparts).
- Coordinate with F&O Director to ensure reporting to WWF International incorporates risk-related measures and updates.
- Interact with the WWF network compliance teams on implementation of the Risk management
- Assist in managing the grievance mechanism in the office, assist in managing the Complaints Resolution Process and other relevant safeguards related to complaints
- Coordinate and provide the quarterly update of the risk register

◆ This job description covers the main tasks and conveys the range of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

Qualification & Experience	<p>Required:</p> <p>Knowledge</p> <ul style="list-style-type: none"> • A Bachelor's degree • general knowledge of local employment laws and practices • familiarity with social norms and practices in Korea <p>Skills</p> <ul style="list-style-type: none"> • highly proficient with MS office • Excellent verbal and nonverbal communication skills both in English and Korean • Minimum 7-10 years' experience in HR is necessary <p>Attitude</p> <ul style="list-style-type: none"> • Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration
	<p>Preferred:</p> <p>Knowledge</p> <ul style="list-style-type: none"> • A Bachelor's degree, in Business or HR related education preferred <p>Skills</p> <ul style="list-style-type: none"> • Experience working in multinational company and/or INGO • Experience in culture development • Excellent interpersonal and organizational skills. • Diplomacy and ability to deal with a variety of situations and confidential issues • Ability to collect, analyze and transmit information attention to details and work accurately and strong administrative skills • Ability effectively communicate and collaborate with a diverse range of people and job functions having different/conflicting interests on the same issue <p>Attitude</p> <ul style="list-style-type: none"> • proactive problem-solving style with a pragmatic, hands-on mentality • A good team player with a flexible approach and feel confident in a stand-alone position.
Working Relationships	<p>Internal: Reports to Finance and Operation Director & ED directly. Work closely with all staff.</p> <p>External: Liaise with stakeholders, job seekers and local government agencies etc.</p>
Type of contract	<p>1 year Fixed term (following 3 months probationary period)</p> <p>According to the fixed term review, extended contract can be offered.</p>

How to apply?

If you would like to learn more and soon join our team, please send us your application by email to recruitment@wwfkorea.or.kr including following documents **in one MS Word file**; Please use the subject line to indicate which position you are applying for.

1. A letter of motivation in English,
2. A resume in Korean,
3. At least 2 contacts for the reference check

After the document screening, it will be processed as follows;

1. 1st interview
2. Reference check & Online Aptitude test
3. 2nd interview with the Directors

Only short-listed candidates will be contacted. Many thanks for your interest in WWF-Korea and this opportunity.

Please do not put your resident registration number in any application documents specified above. In case any certificate includes your resident registration number, please make sure to conceal the number not to be exposed resident registration number.