



JOB DESCRIPTION:

Regional Manager, HR and Administration

Singapore

BACKGROUND:

Grow Asia was established by the World Economic Forum in 2015 in collaboration with the Association of Southeast Asian Nations (ASEAN) in response to the urgent need to transform food systems to be more inclusive, sustainable, and resilient to climate change. As a multi-stakeholder platform, Grow Asia works with more than 700 global and regional partners to broker market-driven solutions across Southeast Asia. We do this by convening leading decision makers from public, private, and civil society organizations, mobilizing partnerships and funding models, and delivering best practice through the implementation of collaborative public-private projects at a field-, national-, and regional level.

The Grow Asia network comprises our regional office in Singapore and five country chapters in Cambodia, Indonesia, Papua New Guinea, the Philippines, and Viet Nam. The network operates through 44 national and sectoral Working Groups and is already reaching over 3.4 million smallholders across Southeast Asia with market-led solutions. In 2020, Grow Asia was accredited as an Entity Associated with ASEAN. This accreditation recognizes the important role Grow Asia plays in the region, particularly in facilitating multi-stakeholder partnerships and acting as a delivery mechanism for ASEAN Technical Assistance.

As our work continues to expand, Grow Asia is seeking to appoint a talented and seasoned all-rounder to join our team in Singapore as **Regional Manager, HR and Administration**

THE ROLE:

This new position is critical to ensuring the smooth operation of the Regional Secretariat team in Singapore, and the ongoing development of our dynamic and well-connected regional network.

The Regional Manager, HR and Administration supports Grow Asia's Human resources and office management functions. Responsibilities include. This role reports to Grow Asia's Head, Finance and Operations

We seek a highly motivated, organized, and experienced all-rounder for this critical role.

RESPONSIBILITIES include but are not limited to:

1. HR Management

- Oversee personnel administration, recruitment processes, contracting and induction for staff and consultants locally and at a regional level
- Oversee the training of new staff in key administrative policies and in the local office and regional offices
- Develop, analyze the effectiveness of and ensure alignment of HR policies and tools
- Develop, with the Head of Finance and Operations, talent acquisition strategies and organizational design to build strong pipelines for future hiring needs
- Oversee the preparation of payroll, process salaries for local employees, pay and submit all statutory deductions as required by local law, including taxes
- Oversee the payroll verification across regional offices in Papua New Guinea, Cambodia, and Philippines and process travel expense claims.
- Follow-up on employee's annual Appraisal reports and consolidation of recommendations for review with the Executive Director
- Supervise the HR functions of country offices in Papua New Guinea, Cambodia, and Philippines and provide proactive coaching to develop a community of practice

2. Administration

- Support logistical arrangements for meetings and events for the regional office
- Plan, organize and book travel arrangements, workshops, and meetings, including liaising with internal and/or external parties involved
- Create and maintain organisational culture and office organization such as all documentation, physical and digital, healthy working office environment, office supply management, IT system etc.
- Process and ensure all procurement processes comply with Grow Asia policies, donors, and country laws according to project needs and budget
- Manage asset registration (record, monitor, tracking inventories, disposal, etc.) in accordance with established procedures

THE SUCCESSFUL APPLICANT:

- Holds a bachelor's degree or equivalent experience in HR or business administration function.
- 6-10 years of working experience, including experience managing and administering non-profit organizations in a multi-country context.
- Demonstrated understanding of contractual, legal and compliance matters in relation to donor-funded projects.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong business acumen with the ability to synthesize key themes and deliverables from objectives and strategies defined by senior management.
- Excellent interpersonal skills, including verbal and written communication, negotiation, cross-team project management, and consensus-building.
- Highly resourceful team-player with the ability to be effective independently.
- Proven ability to handle confidential information with discretion
- Be adaptable to various competing demands and demonstrates the highest level of service and response.

- Emotional maturity, patience, curiosity, empathy, and a sustained willingness to broaden your horizons
- Strong interest in global issues and sustainability.
- Fluency in English, and proficiency in an additional Southeast Asian language(s) is an advantage.
- Proficiency in Microsoft Office, including MS Word, Excel, and PowerPoint

Location: Singapore

Travel requirement: 10% of the time

Salary: Competitive

Start date: Immediate

WHAT'S ON OFFER:

In addition to a competitive salary, this role provides a unique opportunity to (1) develop your capabilities and broaden your skill set in an organization that supports continuous growth, (2) work with a highly motivated, collaborative, efficient, and compassionate team that also values autonomy, (3) be part of a dynamic, well-respected and credible entity in Southeast Asia, (4) connect with the World Economic Forum and its Food Action Alliance and participate in the global agenda on food security and agricultural development, and (5) contribute to social, economic and environmental progress in Southeast Asia and beyond.

HOW TO APPLY:

Qualified applicants are invited to send their resume and cover letter to careers@growasia.org. We ask that you kindly include your name and the position you are applying for in the subject line (e.g., "Application: Regional Manager, HR and Administration – Your Name").

Due to the volume of applications expected, only shortlisted candidates will be notified.

As a multi-stakeholder platform, we believe all voices matter and actively seek to bring them to the table. Aligned with this ethos, Grow Asia is committed to equal employment opportunity regardless of race, religion, sex, national origin, sexual orientation, age, marital status, disability, or gender identity.