

<b>Job/Role Title</b>	<b>Senior HR Officer</b>
<b>Position</b>	Permanent
<b>Division</b>	Corporate Services
<b>Grade</b>	D
<b>Location</b>	Jalan Ampang, Malaysia
<b>Reports to</b>	Head of Corporate Services, Dotted line to People Partner ESEAOR/ SARO
<b>Date</b>	November 2025

**Purpose of the Job:** To co-ordinate, organize and deliver HR support and services to ensure the Regional Office is running effectively, efficiently and in compliance with IPPF policies, procedures and local jurisdictional requirements.

**Context of role:**

The Senior HR Officer will be responsible for the design, development and implementation of People plans and activities working with the Head of Corporate Service and People Partner as part of the Global Performance Organisation & Culture Division.

The job holder will co-ordinate, organize and deliver HR support and services to ensure the Regional Office is running effectively, efficiently and in compliance with IPPF policies, procedures and local jurisdictional requirements

**Role Deliverables:**

- Organize timely and efficient recruitment and selection processes in-line with IPPF’s Recruitment and Selection framework, workforce planning, digital recruitment system and Safer Recruitment requirements.
- Conduct and evaluate pre-employment checks, prepare contracts, digital set-up of new starters (consultants, permanent and fixed term) and ensure effective on-boarding/induction is completed, including linking with Finance to ensure ID between HRIS and NetSuite is in place for full costing and allocations
- Prepare contracts and ensure effective on-boarding/offboarding is completed and proper documentation of contracts, personal details and employee-related files.
- Organize mobility support for international staff and their dependents, including ensuring work permits, visa, employment passes, dependent passes and other immigration requirements are in place in good time.
- Organize and monitor set-up and completion of mandatory documentation and training by staff and advise senior management on actions required.
- Ensure systems/databases are kept up to date **on a regular basis** with employee movements and evaluation information, providing reports and recommendations on actions to improve/resolve issues. Essential to this will be ensuring people update/submit their own information on the system and managers meet their obligations for approvals.
- Prepare monthly payroll and liaise with government and agencies for SOSCO, EPF, Tax and any other related tasks
- Manage documentation and registrations relating to host country status including any immunity with Government Ministries, Foreign Missions and Agencies.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.
- Any other task assigned by line manager

### **Key Skills/ Expertise**

- Track record of working with HR and Office policies, practices, procedures and systems and translating them into an organizational setting with a good understanding of the jurisdictional context.
- Good relationship with government and agencies in relation with the office within the country in relation with HR, travel and security of staff are likely to be required.
- Demonstrate an understanding of and commitment to safeguarding and anti-racism/no discrimination.
- Knowledge/expertise on local laws and regulations.
- Good IT skills and ability to manage systems compliance.
- Fluency in English (verbal and written) is required.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.