

The World Maritime University was established in 1983 by the International Maritime Organization, a specialized agency of the United Nations. WMU wishes to enhance its role as a global centre of excellence for postgraduate education and research in the maritime field. WMU offers Master of Science (MSc) and PhD programmes in several maritime areas, as well as Executive Education programmes and Professional Development Courses.

The World Maritime University is seeking a positive, productive, adaptable and responsible administrative professional to join the University as:

HR and Administrative Assistant

Purpose of the Position

Under the overall supervision of the Head of HR, the post-holder is expected to provide HR and administrative support to management, faculty and staff. The post-holder is expected to provide a wide range of operational, administrative and secretarial support to the Head of HR as well as to the COO.

Duties and Responsibilities

Human Resources Management

- Assist in monthly payroll processing; liaise with Finance & Administrative Services on payment processing of payroll and other payments, following validation by the Head of HR;
- Assist with the preparation of letters of appointment and entitlements to new and existing staff;
- Assist in recruitments and contribute to the induction of staff to the University, including arranging insurance cover, and providing information relating to the relocation of internationally recruited staff and their families;
- Assist in liaising with host country authorities, including Ministry of Foreign Affairs, the Swedish Tax Office and others, regarding the official registration of international staff, tax issues and any other relevant matter;
- Assist the Head of HR in keeping abreast of changes to host country legislation, government routines, benefits or other relevant matters that may affect WMU staff;
- Assist in the ERP implementation of the HR and Payroll module as well as end-user training;
- Act as the back-up on Human Resources Management (HRM) related matters during absences of the Head of HR;
- Assist in maintaining the Staff Portal, internal forms, absence list and other processes as may be required;
- Provide support for general administrative services;
- Perform any other tasks as requested by the Head of HR.

Administrative Support to the Chief Operating Officer (COO)

- Assist the COO on maintaining relationships with host country authorities (namely City of Malmö, Region Skåne, Sjöfartverket, Protocol Department at Ministry for Foreign Affairs, City Police and Security Police, Fire Brigade, Migration Board, Tax Authority, Peoples Register, Social Security Authority, etc);
- Assist the COO in maintaining relationships with UN agencies in Stockholm and Copenhagen and all security related work of SMT Sweden and Denmark;
- Keep the electronic repository of documents relating to governance, regulatory and legal matters of WMU up to date;
- Assist the COO in the preparation of governance documents;
- Provide administrative support and secretarial assistance to the COO; Organizing and keeping record of the regular Administration meetings;
- Perform any other tasks as requested by the COO.

Qualifications

- University degree in Human Resources, Law, Business Administration or other relevant discipline or equivalent. Additional study or training in any of above would be an asset;
- Have a minimum of three years of experience in HR and administration tasks (desirable in higher education academic environments);
- Fluent in spoken and written English and Swedish;
- Excellent oral and written communication and interpersonal skills;
- Be pro-active and have the ability to work effectively and accurately with little guidance and supervision;
- Be able to work in an international environment with English as the primary language and as part of a team;
- Be flexible in coordinating multiple projects and meeting deadlines;
- Have effective communication skills in an international and multi-cultural academic environment;
- Demonstrate confidentiality, flexibility, motivation, enthusiasm, discretion and tact;
- Strong computer skills including excel.

Application

Applicants should send a letter of interest, a complete CV, and the contact information of three referees – all in English – to the Head of Human Resources, Marco Batista (mb@wmu.se). Candidates will be contacted if they are short-listed. Deadline for applications: 31 March 2017.

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited.

Entry gross monthly salary: 27349 SEK.