### **Consultancy Opportunity: Human Resources Consultant**

**Location:** Putrajaya, Malaysia (Remote/Hybrid)
**Duration:** 20 working days (between 24 February – 31 March 2025)
**Application Deadline:** 21/2/2025

#### **About UNFPA Malaysia**

The United Nations Population Fund (UNFPA) Malaysia Country Office (MCO) is seeking an experienced **Human Resources Consultant** to support an **Organizational Structuring Review and Assessment**. This consultancy aims to **review and optimize UNFPA Malaysia’s HR structure, workforce capacity, and business model** to ensure alignment with the strategic vision of the **new Country Programme Document (CPD) 2026-2030**.

#### **Scope of Work**

The consultant will:
✅ Assess UNFPA MCO’s **current human resource competencies, structure, and staffing**.
✅ Compare **existing vs. required skills and workforce composition** to meet the demands of CPD2.
✅ Propose **organizational structuring options**, including **organizational charts, reporting lines, and workforce recommendations**.
✅ Provide recommendations for **HR realignment, recruitment needs, and workforce planning**.
✅ Analyze the **financial feasibility** of proposed HR structuring options.

#### **Deliverables**

📌 A detailed **HR assessment report**, including workforce gaps, misalignment, and future needs.
📌 A **proposed organizational structure**, staffing recommendations, and workforce plan.
📌 An **action plan** for implementing HR changes.

#### **Required Qualifications**

🎓 **Education:** Master’s degree in **Human Resources Management, Organizational Development, Business Administration, Public Administration, or related field**.
📌 **Experience:**

* **10+ years** in **HR management, workforce planning, and organizational design**.
* Expertise in **HR assessments, competency mapping, and policy development**.
* Experience with **international organizations, UN agencies, or NGOs** preferred.
* Strong knowledge of **HR best practices, workforce strategies, and labor market trends**.
💬 **Language:** Fluent in English.

#### **How to Apply**

Interested candidates should submit their **CV and P11 Form** to Shahjahan@unfpa.org and noorheshamuddin@unfpa.org by 21st February 2025. Shortlisted candidates will be contacted for further discussions.
If you require further information about the Consultancy, please do reach out for the detailed description Term of Reference.