### **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](mailto:Shahjahan@unfpa.org) and [noorheshamuddin@unfpa.org](mailto: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.