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World Maritime University : Personnel Officer (vacant position)

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Informal contact can be made with Dave Cameron or Mike Pearson on extensions 2238 and 2209 respectively.

Further details and form of application are available from the Personnel Office, Trent Polytechnic, Burton Street, Nottingham NG1 4BU. Telephone: Nottingham 418248, ext 2148. Closing date November 25, 1988. Please quote post no. H0111.

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WORLD MARITIME UNIVERSITY PERSONNEL OFFICER

The World Maritime University (WMU), located in Malmö, is part of the International Maritime Organisation (IMO), a specialised agency of the United Nations system. The University gives postgraduate training in a number of maritime subjects, mainly for students from developing countries. The University has a total student body of 200 with 100 students admitted each year for two-year courses leading to a Master of Science degree.

The University invites applications for a vacant post of PERSONNEL OFFICER whose main responsibilities will be for the following areas under the direct supervision of the Administrator:

- the University's personnel administration including operational responsibility for salaries and other staff entitlements, payroll system for staff and students, and the Provident Fund;
- development and management of recruitment, staff training and introductory programmes, and insurances;
- development and coordination of the computerisation of the University's administrative systems including the word processing system.

Applicants should hold a university degree in Personnel Administration or in any administrative-related subject. Several years of personnel administrative experience in a national and/or an international organisation is a requirement as well as experience of computerised administrative systems such as payroll and word processing systems. Applicants should be fluent in English.

A salary commensurate with the responsibilities of Personnel Officer will be offered. The salary is exempt of Swedish income tax. An additional amount equivalent to two months' salary will be placed in a Provident Fund after the completion of each year of service, withdrawable with interest on separation from service at the University.

Send your CV to the Administrator, World Maritime University, Box 500, 201 24 Malmö, Sweden and indicate the earliest date at which you are prepared to join the University. The closing date for applications is 16 December 1988.

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