

JOB DESCRIPTION
Genuity Systems Ltd.

EMPLOYEE NAME	Md. Habibur Rahman	DESIGNATION	DGM and Head of Human Resources and Admin (Grade-5)
DEPARTMENT	HR and Admin	REPORT TO	Executive Director (ED)

Tasks, Duties and Responsibilities	Weight (%)
Implement approved HR and Admin policies of GSL (the Company). Assist and advise the ED in his efforts to updating such policies. Formulate internal policies for Admin & HR Department for smooth functioning. Prepare quarterly HR report on hiring, training, disciplinary actions, job changes for management review.	20
Support departmental heads and the ED in determining likely admin/ financial impact on new hiring initiatives. Plan and execute administrative part of hiring process after decision to hire is taken. Administer contracts between GSL and employees before coming on board. Set and update standard and special terms & conditions of employment. Ensure timely coming on-board of new employees once selected.	10
Plan and conduct new employee induction and orientation program to foster a positive attitude of new employees towards organizational mission, vision and goals. Make new hires aware of Company policies those will have impact on them during their service.	5
Help maintain and update effective system of communication within the Company. Use the system to make sure that employees and managers are aware of the Company policies on need to know basis. This includes but not limited to HR policy, compensation & benefits policy, organizational changes, performance management matters, health & safety matters, employee relations, etc. From time to time hold meetings with departmental managers on HR and Admin matters.	5
Support the ED in preparing proposal on Admin and HR matters depending on the changing situations for approval of the BoD. This includes formulation and/or modification of existing job descriptions for all positions across the organization.	5
Aggregate training needs and suggest to the ED plan for cost effective training and development programs (internal and external). Determine budgetary needs for training in financial year in consultation with the department heads. Maintain records on completion of trainings by employees.	5
Advise the ED on employee satisfaction level and on any grievances those need management attention. Ensure proper management of employee Provident Fund (PF) per Company policy. Respond to employee queries on such matter.	5
Manage and organize corporate event, party, trade show. Advise and help internal graphic designers in developing creative graphical works.	10
Manage physical infrastructure of the Company such as office, building, contact with land-lord, security, transportation etc. Manage utility service for corporate office.	7.5
Administer disciplinary procedures, handle disputes per policy, manage conflicts to ensure smooth functioning of organizational activities. Conduct investigation and report to management on disciplinary cases. Conduct exit interview of outgoing employees. Archive records on these matters.	5
Oversee and assist in the procurement of goods and services by the Company to ensure procurements are done following Company policy.	5
Ensure department managers conduct annual performance appraisal of their employees and submit report to HR Department for record keeping. Also ensure availability of department specific personal appraisal template and updates thereof.	5
Archive personal records such as leave, attendance/absenteeism, training etc. Also archive other data important for statistical analysis. Propose recommendations for changes in policies and practices as organizational development initiatives.	5
Administer and manage transport fleet of the Company to include but not limited to maintaining related insurances, licences and permits current and trip scheduling. Ensure security at garage. Manage use of company transports. Ensure smooth operation of company's dine-in-service. Advise the ED on ways to retain employee satisfaction on dine-in-service.	7.5

ADDITIONAL RESPONSIBILITIES:

- Assist the ED in all media communication related activities of the Company.
- Design advertisement, bill boards, promotional materials
- Contribute in the participation in Fairs/Expos (local and int'l)
- Any other tasks assigned by the ED/Company management.

MAIN CHALLENGES:

- Difficulty in balancing HR and admin tasks as more time devoted to graphical design and web development types of tasks..

KNOWLEDGE, SKILLS, AND COMPETENCIES (KSC):

- A Bachelor degree in business administration major in HRM/Personnel Management.
- Minimum 7 years of experiences; a mixture of business and human resource management experience
- Ability to influence senior management and establish and maintain collaborative partnerships.
- Ability to build strong relationship, internal and external to achieve objectives.
- Ability to work successfully under multi-task situation.
- Ability to deal with people with sensitivity and compassion.
- Basic computer literacy.

HEALTH & SAFETY ENVIRONMENT (HSE) :

- Raise awareness on health and safety issues, its importance and impacts, provide guidelines.
- Arrange and conduct fire-drill fighting at least once a year for all employees.
- Form HSE Team across the organization and assign team members with responsibilities.
- Arrange and conduct in-house training program on first aid for different incidents.

KEY PERFORMANCE INDICATORS (KPIs)	Weight (%)	Evaluation
Smooth conduct of admin activities within the company	30	
Handle HR matters judiciously and effectively.	30	
Provide advice and support in the incremental development and update of existing HR and Admin policies.	15	
Rendering especial support in graphical and creative design work to GSL and its sister concerns.	25	
TOTAL	100	

ORGANOGRAM OF HR AND ADMIN

ED
|
DGM
|
AGM

APPROVALS & AGREEMENT:	
Job Holder:	Date:
CEO:	Date:

Approved by Board of Directors on 19th Feb 2015