Manager HR Studies and Policies

KEY RESULTS ACCOUNTABILITIES

# Develop HR strategy, ensure the Compliance with RTA Strategy and International best practices. monitor the  
implementation of related strategy and KPIs and prepare relevant reports the to the Higher management on  
regular basis.  
# Work closely with the senior management to develop and update: 5/3 years strategy, strategic objectives,  
balanced scorecards, yearly operational plans for the shared services including projects, emergency plans,  
business development and change management projects, quality manual and processes, applying quality  
assurance mechanisms and monitor department performance; designing and establishing excellence programs  
and tactical initiatives by following the (DEGP) and (International standards)  
# Manage the reviews of conducted HR Benchmarking studies based on best practices.  
# Develop and maintain vast and various professional relationships to expand HR networks.  
# Review and approve the developed and update Human Resources policies, programs and procedures on a  
regular basis in co-ordination with the HR management team.  
# Conduct compliance audit vis-à-vis applicable policies and SLA of various areas of department.  
# Collaborate with the Section Managers ensuring alignment of HRD Goals & Objectives with their Strategic &  
Operational activities.  
# Manage the review processes of the conducted HR Benchmarking studies based on the best practices.  
# Lead HR Risk Management and report these risks with the mitigation plans to senior management.  
# Monitor the implementation of HR Strategy, objectives, operational plans, KPIs, programs, projects, studies  
and activities implemented by the department functional sections and ensure that deliverables are achieved  
within the set timescales as per the specified quality/standards and budgets as per Director’s instructions  
# Assist in interpreting relevant administrative polices, and oversees the implementation of instructions, policies,  
and procedural decisions.  
# Assist in Overseeing and undertaking projects as agreed with the top management.  
# Develop policies, studies, programs and procedures, and conduct regular reviews and studies .  
# Conduct studies related to most repeated employee Administrative violations and propose corrective actions  
as well follow up the implementation.  
# Review and approve the HR developed and formalized forms, process, procedures, Policies and manuals, based  
on the quality international standards.  
# Dissemination of HR policies and procedures, conduct awareness sessions and ensure the proper compliance  
and implementation.

**Qualifications**

Education  
# Bachelor in Business Administration or HR management from a recognized University.

Skills  
# Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches  
employees to meet high performance standards.  
# Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail  
orientation.  
# Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple  
concurrent projects.  
# Innovative problem-solver who can generate workable solutions and resolve complaints.  
# Exceptional listener and communicator who effectively conveys information verbally and in writing.  
# 7 years of experience  
# Resourceful team player who excels at building trusting relationships with customers and colleagues.  
# Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining  
complex work processes.  
# Computer-literate performer with extensive software proficiency covering wide variety of applications