**JOB DESCRIPTION**

**1. DETAILS OF THE JOB:**

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| **Designation & Job :** | HR Specialist - HRIS | **Level :** | **10 / 11** |
| **Business Unit :** | Corporate | **Function :** | HR |
| **Country :** | India | **Work Location :** | Noida |
| **Reporting Manager:** | Head - HRIS | **Manager’s Manager:** |  |
| **Matrix Manager:** | <<if applicable>> | **Team Size :** | NIL |
|  |  | **Direct Reportees :** | NIL |

**2. PURPOSE OF THE JOB:**

*In just a few sentences, broadly describe the main purpose of the Job. Indicate what is done and why (outcome). i.e., answer the question,* ***“Why does the Job exist?”***

**Job Context:**

To improve application / System and give best effort to make system intuitive and user friendly.

**Challenges:**

Timely completion of the assigned projects & should work actively to enable best feature of delivered application

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| --- | --- |
| **3. SCOPE & SIZE OF THE ROLE (Please indicate key metrics defining the size & scope of the role)** | |
| **Revenue / Operating Budget** | NA |
| **Geographical Responsibilities (Global / International / Country / Area with in Country** | Global |
| **Area of Impact (Dept. Location / Function or Business / Organization)** | Across the organization. |

**4. KEY ACCOUNTABILITIES:**

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| --- | --- |
| **Accountabilities Scope of work** | |
| * Working closely with core users/ Business HR/ functional business owners to understand their requirements to develop those in PeopleSoft Modules. | * Application walkthrough to Core user and functional HR team. * Perform as functional bridge between external vendors as well as internal stakeholders. * Responsible for interaction with the core Business Users in understanding the requirements on frequent basis. * Successfully implemented the Position Management, Profile Management, e-Recruit, Training Admin, PMS & Compensation Modules for Jubilant & Its Subsidiary companies * Responsible for mapping of the existing Business Processes with HRIS * To act as a bridge between the Vendor Functional Team and the Business Users in providing the requirements * Functional Expertise of entire HRIS and act as single point contact for all the Technical & functional issues * Talk to Individual SPOCS along with the SMEs of every module in NA and finalize the Design * Integration of every Module and swift flow of data between every module |
| * Working on Support and enhancement of PeopleSoft modules | * Responsible for Implementation of the PeopleSoft + few interfaces like Payroll Interface, interface with LMS, interface with Cronos(Time & Attendance) in North American entities * will be involved in developing Functional design document, technical design document; Coding/ development of assigned work, Testing, Migration from one instance to another instance, Data update in test and production. * He/ She should involve in Migration of developed object to test and test instance to production. |
| * Resolving Issues & communicating with stake holders. | * Involve in communicating the status of resolved issues/ changes to required stake holders. |

**5. KEY INTERFACES**

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| --- | --- |
| **External Interfaces** | **Internal Interfaces** |
| Consultants, IT Vendors | Internal stake holders |

**6. EDUCATION & EXPERIENCE**

*Indicate the education level, previous experience, specific knowledge, skills and abilities required to meet* **minimum requirements** *for this Job..*

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| --- | --- |
| **Education Qualification(Highest )**  **with Target Institute(s)** | B. E./ B. Tech./MCA |
| **Desired Certifications :** | Development Experience in People Code and Application Designer  Hands on in Application Engine, Excel to CI, XML Publisher, SQR and  Development experience of Web services  Exposure in PeopleSoft 9.1/ 9.2  Upgrade experience from PeopleSoft 9.1 to PS 9.2 |
| **Experience Range :** | 6 - 10 years |
| **No. of years post Highest Qualification :** | 6 years |
| **Desirable experience :** | * Depth knowledge and experience in People Code, People Tools 8.49, PeopleSoft 9.0/ 9.1, SQR, CI, App Engine, Excel to CI, XML publisher and Crystal Report. * Should have strong technical knowledge and with 6+ years of hands on experience development in SQL, PL-SQL, People Code, People Tools, SQR development, XML Publisher, Crystal report |

**7. SKILLS REQUIRED:**

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| --- | --- | --- | --- |
| **Skills** | | **Description** | **Proficiency Level**  *(General Awareness; Working Knowledge; Functional Expert, Mastery )* |
| **Functional Skills** | | Functional Exposure and Knowledge in PeopleSoft HRMS modules like Core HR, Position management, Compensation management, PMS, recruitment and Learning management System | *Functional Expert* |
| **Behavioral Skills** | | Good communication ( Written & Verbal Skills )  Logical thinking / Reasoning ability | *Working Knowledge* |
| * **General Awareness**: Knows the fundamental or general understanding of concepts. * **Working Knowledge**: Has broad job knowledge; knows and applies the full range of concepts and practices. Has broad / working knowledge of the subject. Candidate should use these concept in day to day practices. * **Functional Expert:** Candidate is certified functional expert with strong knowledge on concepts. * **Mastery:** Candidate is subject matter expert and has command over the subject/ concepts. | | |