

a) Description of Position

Position: Human Resources Officer	Level: 7
Type of the Position: Project Contract (Performance Based)	
Work Station: any place as assigned by Supervisor.	
Reporting Lines : Supervisor	
Required minimum qualification and Experience: Master's Degree in Human Resource Development / Business Administration / Public Administration with experience in recognized Company/ Office.	
Preference : experience in recognized institution / company.	

b) Job Summary

During the project study and implementation, Human Resources Officer must be responsible on duties as per job description to implement policies and strategies relating to human resources management as assigned by supervisor.

c) Job Description and Responsibility:

- i. Assist line managers to implement policies and strategies relating to human resources management (HRM).
- ii. Assist line managers to update HRM policies and related guidelines of the Company.
- iii. Support staff to compliance with the policies and guidelines of the Company.
- iv. Support line managers to implement the HRM policies and guidelines.
- v. Timely update personal database of all the employees of the project and Company.
- vi. Collect and compile manpower related data received from different departments and sister companies.
- vii. Support higher management in planning manpower for the departments and sister companies.
- viii. Ensure all formalities enlisted in articles of the Company's policies/ guidelines are duly completed and vacancies are published timely.
- ix. Ensure exam/ interviews are scheduled on time
- x. Ensure all staff is provided with Job Descriptions immediately after their placement.
- xi. Ensure pre-appointment formalities are duly complied.
- xii. Ensure proper orientation is provided to the newly recruited staff and is familiarize about the system and procedure of the Company.

- xiii. Ensure training and other activities are equally and timely rotated among all the staffs.
- xiv. Ensure staff related details are all updated, maintained and documented properly.
- xv. Assist higher management in fully implementing staff performance management system.
- xvi. Assist higher management to process, conduct, follow up and monitor Performance Appraisal of staffs.
- xvii. Assist the Company's admin and account department in administrating staff's Provident/Retirement Fund (PF), Citizens Investment Trust (CIT), Social Security Fund (SSF) and other facilities provided to staff.
- xviii. Assist the Company's admin and account department to foster a conducive working environment through employee relation activities and communication.
- xix. Support line managers to detect and handle complaints, disputes and grievances of staff.
- xx. Support line managers to handle cases related to underperformance and disciplinary action.
- xxi. Record and assist administration to maintain staff attendance and leave records.
- xxii. Assist PM to monitor daily, weekly, monthly plan with project plan.
- xxiii. Assist PM to conduct meetings with all project parties in a regular manner.
- xxiv. Assist PM in carrying out works with Line Agencies.
- xxv. Interact and assist same/other divisions of the organization from time to time as per requirement.
- xxvi. Perform any other duties as assigned by the Company.

Agreed and accepted by: Position holder

Name:.....

Signature:.....

Date:

Supervisor

Name:.....

Signature:.....

Date:

Approved By: Managing Director

Name:.....

Signature:.....

Date:

