



## JOB DESCRIPTION FORM

<b>Job Title:</b> <b>Human Resources Manager</b>	<b>Location:</b> Baltej
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### Job Summary:

Reports directly to the HR Director, and responsible for providing advice and service to the managers and staff. Accountable for the implementation of HR plans, programs, systems, processes, policies and procedures.

Collaborates with the different managers on various HR issues and provides HR subject matter expertise in the areas of selection & staffing, organization development, manpower planning & career development, training, compensation & benefits, performance management system, employee engagement and local compliance.

### Duties and Responsibilities:

#### 1. Selection and Staffing

- 1.1. Develops and implements strategic sourcing partnerships and programs to ensure the availability of qualified candidates at the right time.
- 1.2. Implements effective psychological screening and interview assessment processes to ensure that the best from among the qualified candidates are being hired in the company.
- 1.3. Implements the philosophy of “hiring the best fit” and ensures that prospective employees’ personal values are aligned with the company’s corporate values.

#### 2. Organization Development

- 2.1. Conducts periodic organization diagnoses and assessments in order to determine strategic organization issues i.e., employee engagement, morale, employee satisfaction, etc., as basis for designing and implementing organization interventions, programs and initiatives that will facilitate the achievement of overall organization effectiveness.

- 2.2. Collaborates with the different managers in continuously reviewing and rationalizing organization structures, with the objective of eliminating redundant work activities and achieving overall organization efficiency.

### 3. Manpower Planning and Career Development

- 3.1. Develops and implements company-wide Competency Development Program.
- 3.2. Develops and implements Succession Planning Program. Coordinates with the different managers and periodically conducts identification and assessment of high potential employees as basis for implementing individual career development plans.

### 4. Training and Development

- 4.1. Conducts company-wide training needs assessments as bases for designing and developing training curricula and individual employee development plans.
- 4.2. Coordinates with external training providers and recommends for appropriate in-house training programs, based on the identified training needs requirements of employees.
- 4.3. Evaluates the effectiveness of in-house training programs, as well as the individual employee developmental plans, as basis for enhancing the overall training and development effectiveness of the organization

### 5. Compensation and Benefits

- 5.1. Conducts periodic reviews and updates on the company's Job Evaluation Program and ensures that all jobs are properly evaluated and graded.
- 5.2. Collaborates with the local industry players in the conduct of periodic salary survey as basis for designing and updating the salary structures.
- 5.3. Develops "Salary Review Guidelines and Policies" and recommends to the Sr. Management Team for approval as basis for the conduct of annual salary review program.
- 5.4. Designs and develops "Retention Strategies and Programs", as basis for retaining the company's best talents, as well as improving the overall employee engagement index.

### 6. Employee Engagement

- 6.1. Develops and implements HR Policies and Procedures and Company Rules & Regulations and ensures consistent adherence by all employees in order to promote the company-wide culture of professionalism and self – discipline.
- 6.2. Trains and develops the managers and supervisors to develop subject matter expertise in the field of HR, and effectively perform their role as people managers thereby enhance employee engagement.
- 6.3. Provides assistance, facilitation and guidance for the managers and supervisors in conducting counseling sessions for employees who have manifested behaviors not aligned with the company's corporate values. Collaborates with the managers and supervisors to ensure that decisions and actions in implementing action steps for progressive discipline are aligned with local compliance regulations.
- 6.4. Provides leadership and guidance in the implementation of company-wide employee programs to foster camaraderie and promote team spirit.
- 6.5. Conducts coaching and counseling on HR related issues for senior managers.
- 6.6. Creates and fosters an environment of trust and open door policy where employees are free to consult with, and can go to the HR Manager for any issues, concerns and etc., and be able to have a confidential discussion thereby supports a venue for improving overall employee engagement.

## 7. Compliance

- 7.1. Keeps the company abreast and updated on the various regulatory issues, including recent laws. Evaluates its implications and makes recommendations to the Sr. Management Team for proper compliance by the company.

## 8. General Management

### 8.1. Planning

- 8.1.1. Develops strategic plans and programs for Human Resources and ensures that goals and objectives of the team are properly defined and clearly established.
- 8.1.2. Develops policies, guidelines, and implementing procedures and ensures consistent company-wide implementation.
- 8.1.3. Develops budgetary plans, programs, and guidelines to ensure the team's strict adherence with financial guidelines and requirements.
- 8.1.4. Ensures that operating expenses are well within the prescribed limits of budget plans and fiscal guidelines.

## 8.2. Organizing

8.2.1. Designs and develops the appropriate organization structure for the Human Resources team.

8.2.2. Delineates, defines, and streamlines its various functional activities, thereby ensure its effectiveness in maximizing the utilization of both asset and people resources.

## 8.3. Leading

8.3.1. Conducts regular and periodic meetings with the team, to ensure the following:

8.3.1.1. Implementation of all Human Resources plans, programs, and projects are strictly adhering to prescribed deadlines and schedules.

8.3.1.2. All communications and relevant information pertaining to the team are cascaded to the proper channels within the team in particular, and the organization in general.

8.3.2. Conducts and implements “Performance Improvement Program”, through the following:

8.3.2.1. Performance coaching for the staff who failed to perform and deliver the prescribed and committed level of performance output and standards.

8.3.2.2. Performance counseling staff with behavioral/attitudinal problems. Implements the necessary guidelines on discipline management for erring employees, in accordance with company policies, rules and regulations, due process, and government regulations.

8.3.2.3. Performance mentoring for high potential staff, capable of assuming bigger responsibilities in the future.

8.3.3. Performs training and development functions, as follows:

8.3.3.1. Designs and develops training programs that are relevant and necessary for the continuous development of the behavioral and technical competencies of the team.

8.3.3.2. Recommends and implements for appropriate training programs that will further enhance and hone the behavioral and technical competencies of the staff.

8.3.3.3. Conducts training programs, and acts as subject matter expert on training programs pertaining to Human Resources Management.

#### 8.4. Controlling

8.4.1. Develops and formulates performance measures and standards for the team, as basis for the conduct of annual performance management review program.

8.4.2. Reviews and evaluates the performance of the team, on regular and periodic basis, and ensures that the overall performance of the team is on-track, and well within the pre-established goals and objectives.

8.4.3. Consolidates performance status reports of the team as basis for monitoring the weekly progress of the various activities within the team.

<b>Job Specifications:</b>
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1. Graduate of Bachelor's Degree; License is not required
2. Minimum of 7 years experience and must have a solid track record and expertise in the areas of selection & staffing, organization development, manpower planning & career development, training, compensation & benefits, performance management system, employee engagement and very strong familiarity with local and federal laws affecting employment, preferably gained from healthcare industry.
3. Strong managerial acumen in setting corporate directions and aligning strategic goals around business plans.
4. Superior judgment, negotiation and decision-making skills.
5. Strong ethics and a high level of personal and professional integrity.
6. Strong analytical skills and adept in interpreting strategic vision into an operational model.
7. An effective communicator at all levels in the organization, with strong oral, written and persuasive skills.