

# Manager HR & Strategic Support

## Job Description

- Manage the development and implementation of the full spectrum of HR systems including policies, procedures and processes, ensuring legal compliance at all times. In doing so, remain abreast with Government requirements which have impact on HR functions and embed any changes seamlessly into the systems.
- Implement effective and timely staff recruitment across the organisation including the onboarding programme to ensure that new employees feel welcome and get acquainted with their role, team and the organisation.
- Ensure effective implementation of the organisation's performance management process and reward and recognition programme.
- Ensure effective implementation of the organisation's training and development programme.
- Ensure maintenance and validity of employee documents (e.g. passport, employment pass, teaching permit, insurance policy) and records, following University and Government requirements. As part of this, ensure provision of accurate HR related data including payroll and tax information.
- Manage all disciplinary and grievance issues in adherence to relevant University and Government requirements
- Provide support in delivering the University Strategic Plan

Applicants applying for the Manager, HR & Strategic Support position should possess qualification and experience which include:

- Degree in Human Resource or related field.
- Experience in education industry environment is an added advantage.
- At least 7 years working experience in HR
- Able to plan and deliver administrative project within stipulated timeline
- Excellent standard of spoken & written English
- Good communication skills