

VACANCY NOTICE

POSITION	MANAGER, HUMAN RESOURCES
LOCATION	NUSAJAYA, JOHOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

Job Purpose

Develop and implement HR strategies and initiatives aligned with the overall business strategy to also bridge management and employee relations by addressing demands, grievances or other issues. Responsible over recruitment and selection process more importantly – to support current and future business needs through the development, engagement, motivation and preservation of human capital. Also responsible to develop and monitor overall HR strategies, systems, tactics, procedures across the organization and nurture a positive working environment. Responsible to oversee and manage a performance appraisal system that drives high performance.

Key Accountability/ Responsibilities

- 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
- Accept any other delegations and responsibilities as allocated by the line manager.

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JOB REQUIREMENTS

- Minimum 8-10 years' experience in Human Resources
- Excellent standard of spoken and written English.
- High level maturity, integrity and ability to handle confidential matters. Ability to work flexibly to manage a variety of areas within this role Ability to work outside office hours as and when required
- Ability to adapt to the changing needs of the institution as it goes through an expansion
- Knowledge in Human Resources Planning System / payroll system is an advantage