

Officer - Human Resources and Administration

Job Title	Officer		
Division	Human Resources and Administration Division		
Department	Human Resources and Administration Management Department		
Section	Human Resources and Administration		
Location	Qatar	Direct Reports	Tea boy
Reports To	Country Manager - Corporate	Version Number	1
External Relations	Recruitment companies	Guide Number	
Internal Relations	All employees	Job Code	

Basic Function

Recruit well-educated and qualified employees. Interviewing, hiring, enrolling, training, and ensure efficiency of performance. Assist with completing and renewing company's licences and employees work permits and contracts.

KEY Responsibilities

Recruitment

- Head hunting (recruitment agencies - Social Media - internal advertisement)
- Candidate Interview
- Candidate selection
- Fill up HR Forms and send to HR for offer letter request
- Candidate Hiring
- Enrolling upon joining & initiating (employee No. request) & assist installing mobile HR App. Orientation

Payroll

- Prepare monthly MP Status
- Prepare HCM Management Transactions file
- Attach documents of updated Bank Accounts, all types of leaves and memos

SMSA HR System

- Monitor Attendance and delayed workflow
- Apply for employee No.
- Review and confirm accuracy of monthly salaries including any Additions or deductions
- Monitor End of Service settlements

Admin/Public Relations

- Assist with initiating and renewing company related licenses
- Complete employee visa initiation
- Transfer employee visa

- Renew employee Qatar Identification Card (QID)
- Inquire and stay up to date with any changes on governmental procedures
- Keep HR Management updated on changes on governmental procedures

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 3
Communication	Level 3
Creative Thinking	Level 2
Stress Management	Level 2

Technical Competencies

Language Proficiency knowledge (Arabic)	Advanced
Language Proficiency knowledge (English)	Advanced
Local Regulations Compliance Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.

or

Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position

or

Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: