

HR & Admin Officer

Job Title	HR & Admin Officer		
Division	HRA		
Department	HRA		
Section	HRA		
Location	IBU-UAE	Direct Reports	
Reports To	Supervisor HR & Admin	Version Number	1
External Relations	3rd Party, Vendor	Guide Number	
Internal Relations	All Departments	Job Code	

Basic Function

Increasing staff efficiency in all parts and sectors of the company and provide well-educated staff that can lead the company to improve quality. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Arrange new employees' orientation and required training.
- Issue Certificate of Achievement and Attendance and follow up to management to improve awareness of staff professional development.
- Ensure all related Training records are updated and in order.
- Obtain vacancy details from Recruitment Supervisor.
- Coordinate manpower planning process and maintain manpower records.
- Receive all the job applications; sort and classify based upon each profession and store in database for retrieval as and when required.

Recruitment

- Post internal job advertisements.
- Coordinate with local and overseas recruitment agencies to fill vacancies.
- Design recruitment advertisements.
- Ensure the update of new recruits.
- Locating candidates through different channel, websites, walk-in candidates,
- Advertisement and through the agency (Local & Overseas).

Training

- Develop training resources by preparing notes and visual displays in coordination with training needs and specific departmental needs.
- Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys.
- Develop alternative training methods if expected improvements are not seen.

- Assist in compiling training manuals for specific topics.
- Coordinate, schedule, and conduct relevant business training for new hires and current employees.
- Ensure training is successfully imparted by using different evaluations and knowledge
- Monitor, evaluate, and record training activities and program effectiveness periodically.
- Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys.

E-Learning

- Coordinating with Skill Soft to solve any accessing related problems
- Maintaining Database of participants.
- Filing the copies of certificate
- Drive utilization of the system by drafting plans/programs on a quarterly/semi-annual or annual basis.

Out-Sourced Training Responsibility

- Sending of training notices to the relevant individuals/departments as per out-sourced training calendar.
- Coordinate with out-sourced training partners and manager to finalize and publish training calendar
- Coordinate with outsourced training partners to arrange the required courses.
- Coordinate with outsourced Academy and post their calendar time to time.
- Performs filing and related activities as required, maintains confidential files; responsible for safeguarding confidential data of out-sourced training.
- Arranging out-sourced training material for upcoming training sessions including the arrangement of participant's lunch from time to time and when directed upon.
- Maintains and updates the Training Database, Certificate data, and the like for any and all related training sessions.
- Scouts for relevant external training locations/courses from time to time and when directed upon.

Performance Management System

- Integrates Performance Management with all HR Talent (Training) Management functions.
- Manages the annual performance evaluation process and cyclical activities
- Perform analysis on key metrics/processes and recommend improvements that maximize efficiencies.
- Ensures that all employees have completed Goal Setting plan at the start of the year.
- Scrutinize individual KPI's and ensures to be completed at the given period time.
- Ensures that performance discussions are documented and implemented accordingly.
- Assist in communicating measurement standards and key performance indicators to all members of the organization.
- Engages in career path and succession planning for employees
- Maintains and updates company competencies at all levels and ensure effective utilization of the competencies and desired behaviors.
- Remains up-to-date on latest performance management, training and development, and career management issues

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

Learning & Development Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	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

Beginner

*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:
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: