

Supervisor - HR & Admin

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

Basic Function

Supervise in provision of a high-quality; comprehensive payroll service and ensuring salaries and expenses are paid within the regulatory framework. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Ensure accuracy of employee data in system and update employee files accordingly.
- Coordinate and resolve all the responsibilities within the Department as an Administrator
- Monitoring all Fleet or company vehicles and ensuring compliance with all the regulations, and Fleet vehicle requirement as per SMSA Standard and procedures involved, supervising regular maintenance, as well as coordinating with relevant departments.
- Manage company-approved budget within payroll, including Merit Increase, Promotion, transfer, relocation.
- Verify Manpower Report in accordance with Time Attendance Machine.
- Rectify annual leave settlements.
- Supervise the updated list of recruit's master files.
- Oversee the accuracy and reliability of all data entry related to the screening of application, interviewing of applicants, applicant interview data.
- Record documents coming for Manager from other departments and distribute the same after action from the manager to the respective Department's sections
- Maintain Staff Personnel Record.
- Ensure Staff Survey will achieved as per the given target ratings.
- Receive, Sort, and Distribute Incoming and Outgoing Correspondences.
- Prepare Daily, Weekly and Monthly Reports

Payroll

- Prepare and process weekly / monthly payroll and payments; ensure timely and accurate payroll payment by following up and coordinating with bank.

- Check and process employee fixed earnings, as well as additional and deductions, ensuring they are properly approved and in accordance with the company policy.
- Prepare bi-annual/semi Annual bonus update in payroll.
- Review and calculate overtime payments.
- Prepare EOSB (End of Service Benefits) case-by-case termination/resignation in accordance with UAE Labor Law.
- Capture and update employee personal information on payroll records.
- Accurate calculation of normal time, overtime and leave pay.

Recruitment

- Maintain an updated roster of participant placements and potential job opportunities.
- Provide current recruitment knowledge and trends within the market overall and also for multinationals.
- Coordinate local and overseas recruitment campaigns accordions with the HR department.
- Ensure recruitment is aligned with the approved ERF and approved budgeted manpower.
- Ensure a proper screening and short listing of applicants and conducting the first interviews before referring to the requesting Department Manager.
- Supervise and ensure the timely preparation of letter of appointment, job offer, and contract for new hires.

Interviews

- Face to face interviews for junior and mid-level posts; supports all parties in concern with assessment.

Employee Affairs

- Ensure the process of external and internal loan, as well as bank loan letter updates.
- Maintain all the records of loans, orders, cash / cheque payments to employees.
- Manage vacations and related document processing to ensure all employees receive their annual holidays as per entitlements and receive valid travel documents.
- Ensure the Job satisfaction of staff by increasing staff involvement and engagement.
- Plan, direct, supervise, and coordinate work activities of staff relating to employment, labor relations, and employee relations.
- Process payroll, annual leaves, bank loan letters, new recruits updates.
- Manage employee medical insurance according company policy and procedures

Reports

- Provide various statistical reports to Personnel Manager as per requirement and business needs.
- Ensure the Update of all disciplinary action report in payroll records, including warning letter, to be linked with employees merit increase and company bonus.

Reward Management

- Handle all reward management programs like CAFO awards in close coordination with required departments like operations, finance etc. and review staff benefits to ensure compliance with company policies and UAE law.
- Monitors and evaluates effectiveness of reward management practices.

Personnel

- Conduct periodic performance evaluation of direct reports and ensure that all department staff is evaluated in accordance with HR procedures.
- Prepare and follow budgets for personnel operations.

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 4
Creative Thinking	Level 3
Initiative	Level 4
Networking/Relationship building	Level 3
Planning & Organizing	Level 4
Stress Management	Level 3
Team Leadership	Level 4

Technical Competencies

Compliance Management Knowledge	Advanced
Language Proficiency knowledge (English)	Advanced
Learning & Development Knowledge	Advanced
Local Regulations Compliance Knowledge	Advanced
Management of Health & Safety 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

Intermediate

*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

Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.), At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 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: