

HR & Admin Officer

Job Title	HR & Admin Officer		
Division	Human Resources		
Department	Human Resources		
Section	Human Resources		
Location	IBU-Egypt	Direct Reports	Security
Reports To	Manager HR & Admin	Version Number	1
External Relations	Manpower Agencies	Guide Number	
Internal Relations	All departments	Job Code	

Basic Function

Maintaining personnel files and updating records of each employee in SMSA. Supporting in updating records and other general employee-related activities. Fully understand, drive, and promote SMSA's vision, culture, and values.

KEY Responsibilities

General

- Maintain personnel files for each employee.
- Execute all human resources management decisions.
- Ensure recruitment is aligned with the annual budget and 100% accomplished with the manpower plan.
- Prioritize staff satisfaction by increasing staff involvement and engagement.
- Maintain staff retention and reduce the staff turnover rate as per the annual assigned target.
- Maintain Guide champion responsibilities and record keeping of progress by conducting monthly audits of documents, acknowledgments of any changes, and uploading amendments before the deadline.
- Identify & eliminate source of risk by focusing on related factors (government, legal, EHS, etc.) & ensure the maintains of company related licenses
- Monitor the adherence to human resources policies and procedures by all employees and discuss the discrepancies with the Personnel Manager.
- Recommend and discuss changes to personnel policies and procedures with the department Manager and communicate changes to all the employees.
- Arbitrate, in coordination with the department manager, on cases of misconduct, and initiate appropriate disciplinary action; update the file of the employee for the disciplinary action.
- Assist senior management in undertaking any specialist HR functions, i.e., design incentive schemes, compensation, and benefits planning/succession planning for the key positions.
- Company-related standards & certifications

Administration Services

- Arrange hotel accommodation and pickups of newly hired staff and overseas.
- Receive and distribute medical cards, and ID cards from HQ to all employees

- Maintain leave Database.
- Provide the required ticket for the Business trip upon receiving the approved Business Trip request.
- Provide Hotel reservations for our employees /overseas Guests / New recruited employees / and for employees when visiting abroad upon approval of the request, as per the policy.

HR

- Forward staff resignations, terminations, leave requests, and loan requests to HQ for final completion.
- Call staff for an interview.
- Register news staff data in the fingerprint machine if necessary.
- Accurately calculate leave balances.
- Audit employee time attendance and manpower report for Egypt.
- Ensure completion of all HR functions and provide the necessary support to all IBU

Reports

- Prepare monthly manpower report.
- Prepare HR Monthly report in terms of HRDF, employee leaves, newly hired employees

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 2
Organizational & Environmental Awareness	Level 2
Planning & Organizing	Level 2

Technical Competencies

Local Regulations Compliance Knowledge	Intermediate
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

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:
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Updated by:	Date:	Approved by:	Date:
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Employee Name:
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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: