

HR Officer - Personnel			
Job Title	HR Officer		
Division	Human Resources and Administration Division		
Department	Human Resources Department		
Section	Personnel		
Location		Direct Reports	
Reports To	National Manager-SMSA HCM	Version Number	1
External Relations		Guide Number	7029
Internal Relations		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 vision, culture and values.

### KEY Responsibilities

#### General

- Update hired Saudi under HRDF regularly and follow up for the payment.
- Maintain personnel file for each employee.
- Execute all human resources management decisions.
- Recommend equitable administration of salary policies, structure, benefits, promotion, recruitment, and termination policies.
- 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 Personnel Manager and communicate changes to all the employees.
- Arbitrate, in coordination with Personnel Manager, on cases of misconduct, and initiate appropriate disciplinary action; update the file of the employee for the disciplinary action.
- Assist senior management to undertake any specialist HR functions, i.e., design incentive schemes, compensation, and benefits planning / succession planning for the key positions.
- Close ERF
- New hiring & Salary maintenance
- Maintain non Saudi ratio against Saudization

#### Administration Services

- Arrange hotel accommodation and pickups of newly hired staff and overseas.
- Receive and distribute of ID cards from HQ to all employees.
- Send notification of expiring IQAMAS to all staff in advance and collecting their documents.
- Distribute all exit re-entry passports and collecting their IQAMAS.

- Maintain leave Database & Ticket database.
- Provide required ticket for Business Trip upon receiving the approved Business Trip request.
- Provide Hotel service for our employees /overseas Guest / New recruited employees / and for employees when visiting abroad upon approval of the request, as per the policy.
- Obtain quotation from Top 3-7 medical insurance provider companies, in this Service our main focusing to provide Best service to our employees with Benefits & Network provider (Hospitals).

## HR

- Ticket booking for final exit staff and taking necessary step to final exit from KSA.
- Forward staff resignations, terminations, leave requests, loan requests, and Arabic letters requests to HQ for final completion.
- Send monthly pay slips to all Western, Southern, Northern & Eastern region's staff
- Call staff for interview.
- Register news staff data in the finger print machine if necessary.
- Accurately calculate leave balances.
- Audit employee time attendance and manpower report for Eastern, Western, Southern, and Northern Regions.
- Ensure completion of all HR functions and provide the necessary support to all three Region's staff (WR, SR, NR & ER).

## Payroll

- Prepare monthly payroll adjustments (WR, SR, NR & ER).
- Maintain all payroll-related information and ensure regular updates to facilitate accurate and timely preparation of monthly payroll.
- Ensure all the employees in the payroll.
- Ensure all employee salaries be through Bank.

## Reports

- Prepare and send to HQ monthly manpower report (HR-Jeddah / Dammam).
- Prepare HR Monthly report in terms of HRDF, employee leaves, new hired employees...
- Prepare Salary Adjustment Reports for additions and deletions, as well as

## EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

## Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.

- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 3
Networking/Relationship building	Level 3
Resource Management	Level 3
Teamwork	Level 4
Technical Competencie	
Compliance Management Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

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

Organizational Competencies
<p>Beginner</p> <p><i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i></p>

Decision Making

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

Qualification : Education and Experience
<p>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.</p> <p>or</p> <p>Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position</p> <p>or</p> <p>Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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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: