

Manager - Human Resources Management

Job Title	Manager		
Division	Human Resources and Administration Division		
Department	Human Resources Department		
Section	Human Resources Management		
Location		Direct Reports	Payroll Supervisor
Reports To	Human Resource & Admin National Manager		Version Number 1
External Relations			Guide Number 7025
Internal Relations	All departments		Job Code

Basic Function

Ensuring timely accomplishment of all government relations and personnel related activities. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Directly manage staff within department.
- Listen to grievances and implementing disciplinary procedures.
- Develop, discuss, and obtain approval of annual budget for the department.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- File and ensure security/confidentiality of employee records, personal information, and passports; control access/release.
- Maintain record of passport/visa expiry dates and notifies Government Relations to ensure renewal.

HR

- Develop, advice on, and implement policies relating to the effective use of human resources (HR) within the company.
- Participate in the developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures, and absence management.

Government Relations

- Ensure compliance with government rules and regulations impacting the company.
- Ensure effective and efficient provision of all government relations activities.
- Maintain contacts with government departments regarding personnel, immigration matters.
- Be aware of government rules and regulations that might affect the company personnel policies and procedures.
- Recommend development and amendment of the company policies and procedures related to government relations.

- Explain and educate the company staff members about new or changes in government rules and regulations and their impact on them.
- Ensure efficient arrangement of travel visas and exit re-entry visas.
- Ensure timely renewal of company registration licenses and Expatriate staff resident permits.

Administration Services

- Ensure travel and accommodation arrangement services are provided to the company employees efficiently and effectively.
- Arrange temporary/transit/hotel accommodation for incoming overseas employees.
- Resolve/investigates staff issues and compliance of company policy on use of company provided accommodation and transport.
- Ensure that employees are enrolled in GOSI/Private Schemes as required, and that monthly deductions are auctioned and appropriate payments are made & Validate the GOSI certificate
- Invite and select the medical insurance and air ticketing agencies to provide maximum benefits to the employees and the organization
- Check monthly invoice of GOSI, Medical, and Air ticketing charges. Refer back queries to related service provider to confirm accuracy and validates prior to necessary approval.
- Non-Accountable Saudi in GOSI system

Personnel

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

Recruitment

- Conduct interviews for the potential worker is necessary to see whether the candidate shows that the requirements for the work can be met.
- Ensure company employees have the right balance of staff in terms of skills and experience.
- Develop job descriptions; prepare advertisements; check application forms; shortlist, interview and select candidates.
- Maintain Saudization under SMSA sponsorship
- Maintain EX expat SMSA sponsorship ratio

Payroll

- Ensure payroll data and system is maintained /upgraded as required.
- Administer payroll and maintain records relating to staff.
- Oversee, coordinate, maintain, and/or process payroll time sheets.
- Review the company payroll efficiently and forward it to the Finance Department for verification and disbursement.
- Maintain all payroll-related information and ensure regular updates of this information in a manner that facilitate accurate and timely preparation of monthly payroll.
- Assist senior management in determining new compensation and benefits structures.

Reports

- Prepare monthly management report covering all functional and departmental activities and other reports as required by the Human Resource & Admin National Manager.
- Maintain Monthly HOLD salary report

EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- 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
- Overseeing and monitoring all the work activities in order to make sure that work- and job-related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- 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, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

Business Continuity

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.
- Identifying and acknowledging supply chain priorities.
- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.
- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.
- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 5
Conflict Management	Level 5
Networking/Relationship building	Level 5
Risk Management	Level 5

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

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>Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.</p> <p>or</p> <p>Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position</p> <p>or</p> <p>Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position</p> <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

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