

## HR & Admin Officer

Job Title	Personnel Specialist		
Division	Human Resource		
Department	Human Resource		
Section	Human Resource		
Location		Direct Reports	
Reports To	Country Manager/ HR Manager (HO)		Version Number 1
External Relations			Guide Number
Internal Relations	All departments		Job Code

### Basic Function

Providing, Implementing, administrating and supporting all departments within SMSA for HR, Administration and fleet services required to achieve performance in accordance with the company objectives. Fully understands, drive and promote SMSA Vision, culture and values.

### KEY Responsibilities

#### HR

- Keeping all Employee Records and HR files up to date.
- Pipeline CV's, Screen Candidates for positions and maintain a candidate database of CV for potential upcoming positions as per the budget.
- Engage and finalize all Recruitment process (ERF to offer letter) for any employee as per New Employee Checklist. (Visa, Equipment, ID's, emails, access)
- Monitor the adherence to human resources policies and procedures by all employees and discuss the discrepancies with the Country Manger and Country HR Manager.
- Arbitrate, in coordination with HR Manager, on cases of misconduct, and initiate appropriate disciplinary action; update the file of the employee for the disciplinary action.
- Monitor and renewal of all employees visas, licenses, passports, etc. as well as RP correction of all the employees of SMSA before due date.
- Recommend equitable administration of salary policies, structure, benefits, promotion, recruitment and termination policies.
- Manage, monitor, engage or execute all Disciplinary process within the guidelines of the company HR policy and procedure.
- Final Exit Interview and related process for resigned or terminated employees.
- Visit and/ or coordinate for any governmental matters related to the company or the employee as required by the business.
- Communicate any policies/ procedures or government related changes to the management and employees.
- Assist senior management to undertake specialist HR functions, i.e., design incentive schemes, compensation and benefits planning/ succession planning for the key positions.

- Provide employees with required letter against approval- Employee Salary Certificates. New Bank Account Letters, etc.
- Monitor and being aware of all government rules and regulation and timely update management of any such regulation that may affect the company operation, policies and procedure.
- Plan, organize or coordinate training sessions for new employee and existing employees as per the department and business need.
- Coordinate and ensure Health insurance and renewal for all SMSA Employees as per the company guidelines and policy.
- Manage and administer the attendance machine and reports related.
- Ensure all employees adhere to the organization policies and procedures.
- Engage employees to enhance work productivity and individual performance where ever required.
- Employee Satisfaction Survey
- Monthly preparation of the manpower report for payroll process, preparation and distribution of salary slips.
- Monthly Monitor and payments of LMRA/ SIO invoices.
- Assume other responsibilities or assignments directed by the Country Manager or the HR Manager.

#### Administration Services

- Administration, monitoring and record keeping of medical cards, ID cards and other work-related cards for all employees (new addition, renewal or deletion).
- Renew all the company licenses before due date.
- Maintain relationships and liaise with any administration work related to Government agencies like LMRA, MOL, SIO, Municipality, Ministry of Interior, Ministry of Transportation and Telecommunication, Customs, BAS, EWA, etc.
- Administer and request ticket for Business trip upon receiving the approved Business Trip request form.
- Provide Hotel service for our employees/ overseas Guest/ New recruitment employees/ and for employees when visiting abroad upon approval of the request, as per the policy.
- Manage, administer, finalize and/ or coordinate all procurement of material for SMSA Bahrain (Getting 3 quotations, negotiating, evaluation through committee, gaining approvals, submitting documents to Finance for PO)
- Vendor Management, Database and Evaluation as per SMSA standard.
- Coordinate and finalize all Facility maintenance related issues for SMSA BH
- General Facility Audits to be conducted to ensure all EHS Signage's and other general SMSA signage's are as per standards and are adequate in all SMSA premises.

#### Fleet

- Record keeping of all SMSA BH Vehicles in Fleet (procurement, maintenance, accidents, registration, allocation and or transfers, etc.)
- Manage, procure or coordinate for lease/ buy new vehicle as per eligibility list or as per SMSA policy for new hires
- Coordinate for procurement of needed Decals and ensure all SMSA BH vehicles have appropriate Decals.

#### General

- Ensure all file, file registers and Archiving of documents maintained as per SMSA standards

- Ensuring all SMSA HR, Admin and Fleet process are followed and all Guide document related are updated and uploaded.
- Incident reports to be made and reported to QRM for any incidents within the HR, Admin, Fleet, Maintenance

## Reports

- Prepare and update monthly reports
- Department Dashboards
- Other reports as requested by the Department Head, CGM or HQ.

## 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 Competencie

Adaptability	Level 2
Creative Thinking	Level 2
Decision Making	Level 2
Initiative	Level 3
Networking/Relationship building	Level 2
Planning & Organizing	Level 3

### Technical Competencie

Compliance Management Knowledge	Intermediate
Liaising and Negotiating knowledge	Intermediate
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
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

### Decision Making

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### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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### 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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<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Employee Name:</b>

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.

<b>Signature:</b>	<b>Date:</b>