

## **Sr. Manager Human Resources /Administration**

<b>Reporting Relationship</b>	MD/CEO
<b>Supervision Responsibility</b>	HR & Admin Team

### **Summary of Position:**

Responsible for all HR Management aspects. He/she will be responsible to plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

### **Duties and Responsibilities:**

Perform the following duties in consultation with the top management:

- Updates and maintain performance management, salary structure, job description and job evaluation system in accordance with the company policies.
- Analyze the need for new positions or review existing positions. Able to plan recruitments on annual and quarter basis for new / vacant positions. Organize interview from entry to top level recruitments including for Board level senior positions.
- Engage in hiring of Consultants for HR matters, experience of working as a Funds Secretary for the Company (Provident Fund and Gratuity Fund) is must.
- Manage and administer all aspects of personnel insurances, review insurance reports and maintain enrollment and other documentation.
- Supervise development and implementation of personnel policies and procedures.
- Provide advice, assistance on Company policies, procedures and documentations.
- Prepare personnel forecast to project employment needs. Prepare and follow budgets for personnel operations.
- Recommends, develop and maintain HR database and manual filing system.
- Plan, formulate development programs for employees and ensure implementation of employee training programs. Must have exposure of working on succession planning for top level positions.
- Ensure compliance with the labor laws regarding HR issues.
- Hands-on experience is required to participate/give presentations in HR Committee of the Board, preparation of Management Notes, Correspondence with Ministry and other energy sector Organizations.
- Maintain and update leave record of employees.
- Look after all administrative matters related to day to day working of the office.
- Any other job assigned by the top management.

### **Desired Qualification:**

- MBA/ MPA in HRM from a reputed HEC accredited institution.

### **Minimum Experience:**

- Minimum ten years' experience in Human Resources management, Organizational Development and administrative matters of Oil & Gas sector. Out of which at least 5 years'

experience in (Oil & Gas) public sector organization in management role will be given preference.

**Required Skills:**

- Must have strong communication, both oral and written, and presentation skills.
- A self-motivated individual who have ability to work under pressure. Must be familiar with computerized systems in HR i.e. computerized pay roll etc.

**Maximum Age:** 45 Years