

Terms of Reference for Human Resource Officer

Area	Responsibilities (including but not limited to)
<u>Overall</u>	<i>Assist the HR Manager in all HR related functions and responsible for the day to day operations of the HR office.</i>
<u>Recruitment, Hiring & Joining Procedure</u>	<ol style="list-style-type: none"> <li data-bbox="558 464 1398 596">1. Supervise Asst. HRO on all the recruitment, hiring and joining procedures and provide necessary support and guidance in discharge of the functions. <li data-bbox="558 611 1386 743">2. Liaise with different Department heads for staff recruitment, maintain up to date recruitment progress reports and ensure all recruitment policies, laws and regulations are adhered to. <li data-bbox="558 758 1203 800">3. Carry out reference checks on prospective employees. <li data-bbox="558 856 1414 926">4. Liaise with relevant departments for work permit, visa and flight booking for expat employees. <li data-bbox="558 982 1382 1052">5. Prepare offers and employment agreement for contract employees as well as check such papers for the other employees <li data-bbox="558 1108 1170 1136">6. Organize an induction program for new employees.
<u>Attendance and Leave Records</u>	<ol style="list-style-type: none"> <li data-bbox="558 1188 1292 1220">1. Provide timely and accurate information on payroll to finance. <li data-bbox="558 1230 1325 1430">2. Supervise attendance functions and process other forms of leave (Medical, Maternity, etc.) and other issues on leave adjustment & compliance with HR norms. In conjunction with the HR Manager, review attendance reports on a periodic basis and liaise with Department Heads on attendance related affairs as directed by the HR Manager. <li data-bbox="558 1440 1386 1503">3. Ensure relevant procedures relating to standard/alternate work hours, changes in work timings, etc. are complied adequately. <li data-bbox="558 1514 1268 1535">4. Carry out necessary analysis on attendance & leave records.
<u>Benefits Administration & routine HR affairs (including HR</u>	<ol style="list-style-type: none"> <li data-bbox="558 1577 1187 1608">1. Process benefits & entitlements of expat employees. <li data-bbox="558 1671 1240 1734">2. Finalize annual increment and promotion list and prepare necessary note sheets for management's approval.

<u>Database)</u>	3. Ensure all the relevant information is correctly entered in the HR information system / database and monitor timely updates of all information.
	4. Analyze the report submitted by the AHRO and recommend any improvement or suggestions to the HR information system / database to the HR Manager.
<u>Training Functions</u>	1. Identify training opportunities in collaboration with the Head of Departments under guidance of HR Manager
	2. Explore/organize relevant trainings and ensure the training provided is in compliance with the standing rules and regulations (includes drafting and circulation of nomination and relieving orders)
	3. Process benefits & entitlements (TA/DA) of employees as per standing policies, rules and regulations and assist the employees to process it.
<u>PMS</u>	1. Assist the HR Manager in administering the provisions of the PMS manual (segregate & distribute the EPA forms to relevant departments and collect & compile forms).
	2. Send biannual reminder email to all supervisors for preliminary review of goals.
	3. Compute final EPA rating and preparation of necessary reports.
<u>Separation Procedure & Others</u>	1. Focal person for receipt of all resignation applications (seek HoD's recommendations, prepare note sheets for Management approval, conduct exit interviews for staff, etc.)
	2. Custodian of all RTC Policies (originals) and regular review of the standing policies and recommend any updates or amendments to the policies.
	3. Process grievances and disputes of all employees in accordance with the standing rules and regulations (including coordination of disciplinary committee meetings).
	4. Any other tasks as and when assigned.

<u>Reports to:</u>	HR manager and in his absence to the Dy Head, AFD
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