



Manager (Industrial relations and personnel administration)

Role and the Person

The Position is at the managerial level of the group accordingly the purpose and critical functions would be as follows:

Function Purpose:

To ensure error-free hygiene interfaces

Purpose:

To ensure responsive, system-based delivery of all relevant services and compliances

The Key Expectations of the Role:

- Fulfilment of all services:
 - Accurate
 - Timely
 - Comprehensive
 - Rule based
- Judicious use of discretion
- Develop and maintain functional HRMS system (including the HRIS)
- Periodic and event-based review of scale chart*
- Evidence-based analysis and decision making

The Competencies required to effectively take on this role:

- Thorough knowledge of personnel management with a HR perspective
- Working knowledge of IT-based HRMS applications
- Working knowledge and skills of Finance (including personal finance)
- Communication and documentation skills – oral and written
- Analytical skills
- Empathetic orientation

The Person

- Master's/Bachelor's degree in HR/Personnel Management
- Work experience of at least 10 years in HR/Personnel Management