



**DOCUMENT TYPE: JOB DESCRIPTION**

Revision No: 0

**POSITION TITLE: SENIOR HUMAN RESOURCES (HR) OFFICER**

Page 1 of 2

**HUMAN RESOURCES DEPARTMENT**

**POSITION TITLE : SENIOR HR OFFICER (RECRUITMENT AND PLACEMENT) Job Level: 10**

**IMMEDIATE SUPERIOR : ASSISTANT MANAGER**

**POSITION SUMMARY:**

Responsible in the processing of a smooth, proper and timely acquisition of new employees; Supervises the recruitment and placement section and oversees the compensation and benefits section.

**TASKS AND DUTIES:**

1. **Placement:** Ensure the accuracy of all records and documents needed in the placement process.
  - 1.1 job posting
  - 1.2 administrations of relevant tests
  - 1.3 rating of applicants on eligibility criteria
  - 1.4 monitoring of agility tests applicable positions
  - 1.5 preparations of interview requirements
  - 1.6 preparations of papers necessary for selection and appointment as required by the hiring and promotion system procedure
2. **Manpower Planning:** With the supervision of HRD Assistant Manager/Manager and in consultation with the various department heads, assess the present and future needs of the organization vis-a-vis the present resources and future predicted resources.
3. **Compensation and benefits:** Oversees the compensation and benefits section.
4. **Performance of first line managerial functions:**
  - 4.1 Recommends the promotion of deserving staff
  - 4.2 Coaches and assess training needs of staff to improve job performance and draws career path.
  - 4.3 Administers appropriate disciplinary action to erring staff
5. Performance of job-related tasks may be assigned at different times.

**QUALIFICATION STANDARDS:**

1. Relevant Bachelor's Degree;
2. Five (5) years experience related to the job;
3. Able to deal and coordinate effectively and harmoniously with the employees and officers of the departments and offices particularly on the recruitment process and other HR concerns;
4. Trustworthy in keeping employees' profile confidential;
5. Average written and above average oral English communication;

*(Handwritten mark)*

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6. Proficient in MS Office Applications (Word, Excel, Power point);
7. Demonstrates the highest degree of initiative and commitment to accomplish work objectives from start to finish;
8. Willing to extend working hours whenever necessary especially when there are programs or events organized by HR.

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