



JOB DESCRIPTION

Job family (Internal): HR officer

Role (Internal): Realise

Level this JD covered (Internal):

L1 - HR officer

L2 - HR officer

L3 - Senior HR officer

L4 - Senior HR officer

Reports To: Head of Strategic HR / HR&Admin Manager

Effective from: 1 July 2017

PURPOSE and SCOPE OF THE JOB

Providing a comprehensive administrative support to day-to-day operations of human resources.

RESPONSIBILITIES

- Study the local labor policy and make sure all the operations in line with it. Research the salary data, cost of living data in local NGO market as well as commercial market.
- Implement recruitment in the field of new staff check in procedure for GPEA and HR agency, including employment contract, personal documents collection, set up personal file, new staff notice, HR agency check in arrangement, reference check on request.
- Implement staff check out procedure including final payment calculation, facilitate exit interview form, facilitate check out form's signature, contact HR agency for all related issues.
- Facilitate and coordinate with staff and line managers regarding staff's probation evaluation, employment contract evaluation and employment contract renewal, make sure all the procedures are done timely.
- Responsible for compensation and benefit arrangement for staff, including monthly payroll calculation and payment, social insurance and salary tax payment, consult staff on all the queries on payroll related issues.
- Maintain an accurate and updated HR database and submit the related report and analysis on request. Maintain an effective HR record and filing system;
- Coordinate and communicate salary budget code in daily work and draft annual salary budget.
- Undertake any other duties, appropriate to the post, as delegated by the Human Resources & Administration Manager and Senior Human Resources Officer.
- Support on annual salary adjustment, adjust payroll for annual COLA adjustment every January, prepare and issue annual salary adjustment letter to all relevant staff.

COMPETENCY PROFILE (INTERNAL)

1. Act with Integrity (3)
2. Demonstrate Resilience (2)
3. Champion for Change (2)
4. Prioritize & Organize Work (2)



5. Strive for Result & Quality (3)
6. Influence Others (2)
7. Negotiate with Others (3)
8. Critical Thinking (2)
9. Resolve Conflict (2)

Skill and expertise required

Work environment

Travel as required

Preferred candidate Profile

Compensation Info. (for Job ad)