

## Sample Job Description

**Position Title:** Manager-Human Resources  
**Pay Range:** PS3  
**Department/Unit:** Human Resources  
**Location:** Newark  
**Reports to:** Anthony Howard  
**Date Prepared:** 2005/11/22

### **SUMMARY OF THE POSITION:**

To assess, develop and implement all HR needs and services, and to provide all necessary HR tools for the projects, programs and departments HR manager supports.

### **RESPONSIBILITIES:**

#### *Human Resource Management/Strategic Partnership*

- Serve as strategic partner to management by integrating HR strategies into organization's overall mission and operational strategy.
- Develop and / or review HRM "Best Practices" periodically.
- Develop, review, implement, and update applicant tracking, employment practices, compensation, benefits, and human resources programs and methods on a regular basis.
- Manage and approve employment contracts.
- Conduct and participate in annual "like organization" surveys to ensure competitive compensation and benefit plans.
- Develop, review, and communicate competitive compensation and benefit plans.
- Develop, communicate, and implement state-of-the-art performance evaluation tools, methods and formats.
- Develop and update HR policies and procedures and employee handbook.
- Develop internal communication strategies and processes to keep projects, programs, and/or departments informed on critical issues, policies and procedures.

#### *Recruitment*

- Assist in the development of staffing plans with key staff.
- Interview and assist in selection of candidates for key positions.
- Manage and provided direction to staff recruitment efforts.
- Develop and maintain vast and varied professional relationships to expand recruitment networks.
- Assist in identifying local "like organizations", establishments and professional associations for use in recruitment proposes.

### *Representation and Networking*

- Represent organization and create public awareness: conferences, seminars, job fairs, social settings, sector and industry meetings, etc.
- Develop consortiums and linkages with “like organizations” to share access to qualified candidate pools, to keep in tune with changing HR environment, responsibilities, and best practices.

### *Change Management*

- Serve as Change Agent by proposing innovative initiative changes; improved policies and procedures, process changes; methods and ways work gets done, and cultural changes; necessary world view changes and paradigm shifts needed for the organization to adjust and grow with changing workforce and cultural conditions.

### *Organizational and Human Resource Development*

- Develop Human Resource Development strategies with and provide follow up to management
- Develop organizational development strategies with key staff.
- Develop and implement Succession Planning with key staff.
- Develop and implement training and development programs for employees and organizations.
- Oversee staff capacity building and development.
- Implement and oversee new staff orientation.

### *Employee Champion Services*

- Oversee staff support program, employee relations, and grievance management.

### *Staff Retention*

- Monitor assignment endings and availability of existing staff for upcoming projects.

### *Financial Management*

- Manage department budget and ensure expenditures and within budget and in compliance with established financial standards.

### *HR Compliance Administration*

- Ensure that applicant tracking, employment practices, compensation, benefits, and human resources programs comply with company policies and local labor laws.
- Negotiate, process, review and monitor employment contracts.
- Maintain compensation and benefit staff records.
- Oversee performance appraisals.
- Maintain an up-to-date HR Policy and Procedure manual and Employee Handbook.
- Maintain an up-to-date organization chart.

### *Leadership*

- Influence staff towards a shared company mission.
- Coaching staff when correction is required
- Attend and participate in meetings scheduled.

### **QUALIFICATIONS:**

- University degree in HR management or related field.
- 5 years human resource management experience.
- Field experience in developing country.
- Strong organizational and management skills.
- Strong problem solving, interpersonal and negotiation skills.
- Strong English communication skills (oral and written).
- Thorough knowledge of MS Office and Lotus Notes.
- Knowledge of local employment and HR laws and legal requirements.
- Ability to work in and contribute to team building environment.