

## VACANCY NOTICE

### Human Resource Manager

- Develop and implement the full spectrum of HR systems including policies and procedures, ensuring legal compliance at all times
- Ensure effective implementation of HR initiatives such as onboarding programme, performance & development training and reward & recognition exercise, to promote the University as an employer of choice
- Maintain employee records following the Institution's policies and legal requirements and ensuring provision of accurate statistics
- Manage the performance management processes effectively
- Implement effective recruitment process which includes preparation of job descriptions, posting ads and managing the hiring process
- Manage disciplinary and grievance issues
- Provide support in delivering the institution's Strategic Plan

Applicants applying for the Human Resource Manager position should possess qualification and experience which include:

- Degree in Human Resource or related field.
- Experience in education industry environment is an added advantage.
- At least 7 years working experience in HR
- Able to plan and deliver administrative project within stipulated timeline
- Excellent standard of spoken & written English
- Good communication skills