

Terms of Reference for the Position of HR Assistant, Human Resource and Administrative Services

Background

The HR Assistant is responsible for the normal daily functions of the HR Unit. HR Assistant will assist and report to the HR Manager to build a collaborative and employee-oriented approach among the peers and subordinate staffs. The HR Assistant shall pursue strong relationship with employees and will also uphold values and practices of STCB as a whole.

Duties and Responsibilities: *the following are responsibilities of the HR Assistant*

- Well conversant with Company Service Rules and various other publications like BCSR and other corporate service rules.
- Manage and maintain, update records/personnel files of overall employees.
- Managing all contracts and types of employment.
- Assist in Coordinates all types of recruitments, selections etc.
- Ensures the Compact evaluation for overall employees are compiled and filed for record.
- Facilitates with NoC, Audit Clearance and any other HR related documentation.
- Update all types of leave in the system inclusive of drafting of all types of leave Sanction/Notification Orders.
- Ensures that retirement benefits are released within the given time frame.
- Prepare reports, Note sheet, Proposals and any other documentation required for official records.
- Maintain attendance for overall employees.
- Assist in assessment of training needs for the Company. To review, propose and evaluate all necessary trainings/seminars.
- Maintain strong relationship with employees and will also uphold values and practices of STCB as a whole.
- Required work in close collaboration with the System Administrator (ERP Consultant) ensuring successful implementation of any changes in the ERP.
- Ensure HRAS target is achieved.
- Assist the HR Manager to formulate policies and strategies and preparation of reports as required by the Management.

- Oversee and be accountable for day- to- day affairs of HRAD.

Competencies

Functional Competencies:

- Displays initiative, sets challenging outputs, and willingly accepts new work assignments;
- Takes responsibility for achieving agreed outputs within set deadlines and strives until successful outputs are achieved;
- Make case for innovative ideas, documenting successes and building them into the design of new approaches.

Job Knowledge/Technical Expertise

- Serves as internal consultant in the area of expertise and shares knowledge among peers and support staff.
- Continue to seek new and improved methods and systems for accomplishing the work of the unit.
- Keep abreast of new developments in area of professional discipline and job knowledge and seek to develop professionally;
- Demonstrate comprehensive knowledge of ERP system and applies it in work assignments.

Promoting Organizational Change and Development

Assisting the individuals to cope up with change

- Provide counseling and coaching to colleagues who are dealing with change.
- Assists in the development of policies, communications, and change strategies.
- Performs appropriate work analysis and assists in redesigning systems and procedures and establish clear standards for implementation.
- Get well versed with all the relevant policies of the Company.
- Identifies and recommends remedial measures to address problems in systems design or implementation in ERP system.

Core Competencies:

- Promoting ethics and integrity, creating organizational precedents;
- Support HRAS acumen;
- Promote open communication;
- Articulate the HRAS information succinctly to overall employees
- Sharing knowledge across the organization and build culture of knowledge sharing and learning.
- Positive attitude and prudent initiative to enhance working culture.