

**Title: HR Generalist (Local Staff)**

**Reports to:** HR Manager

Responsibilities
<ul style="list-style-type: none"> <li>Administers various human resource plans, policies and procedures for all local personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manuals.</li> </ul>
<ul style="list-style-type: none"> <li>Administers the compensation program; monitors the performance evaluation program and revises as necessary.</li> </ul>
<ul style="list-style-type: none"> <li>Performs benefits administration to include claims resolution, approving invoices for payment and communicating benefit information to employees.</li> </ul>
<ul style="list-style-type: none"> <li>Handles employee relations counseling, including exit interviewing.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate with the front desk to maintain company organization charts and the employee directory.</li> </ul>
<ul style="list-style-type: none"> <li>Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.</li> </ul>
<ul style="list-style-type: none"> <li>Maintains human resource information system records and compiles reports from the database.</li> </ul>
<ul style="list-style-type: none"> <li>Understands and communicates with management the financial impact of all benefits.</li> </ul>
<ul style="list-style-type: none"> <li>Negotiates Contracts/Agreements with third party providers to ensure effective benefit provision.</li> </ul>
<ul style="list-style-type: none"> <li>Manages benefit provider relationships including establishing regular meetings/reporting, problem resolution strategies and ensuring the Service level Agreements are met. and that the organization receives the most comprehensive coverage that is cost effective.</li> </ul>
<ul style="list-style-type: none"> <li>Develops communication materials related to benefits coverage, limits and eligibility for employees and personnel organization.</li> </ul>
<ul style="list-style-type: none"> <li>Helps employees better understand their benefits and assists the personnel community in explaining the plans.</li> </ul>
<ul style="list-style-type: none"> <li>Conducts relevant market salary surveys and structured job evaluations to maintain competitiveness.</li> </ul>
<ul style="list-style-type: none"> <li>Reviews all salary survey data and validates salary ranges and structures prior to official implementation.</li> </ul>
<ul style="list-style-type: none"> <li>Conducts cost analysis for compensation management action plans.</li> </ul>
<ul style="list-style-type: none"> <li>Conducts recruitment effort for all local personnel, and temporary employees; conducts new-employee orientations; monitors career path program, writes and places advertisements.</li> </ul>
<ul style="list-style-type: none"> <li>Prepare employment offer letters and contracts.</li> </ul>

<ul style="list-style-type: none"> <li>• Collect relevant employment documents from candidates and ensure that personnel files are well kept.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure compliance with labor law in terms of social security and income tax, as well as hiring documents.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that annual contracts are issued on time with no legal exposure.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that all payroll effectiveness is captured and reported in a timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Validate the payroll file for locals on monthly basis</li> </ul>
<ul style="list-style-type: none"> <li>• Validate the financial monthly report against the budget for local staff expenses.</li> </ul>
<ul style="list-style-type: none"> <li>• Performs other related duties as required and assigned.</li> </ul>
<b>Skills</b>
<ul style="list-style-type: none"> <li>• Excellent command of the English language, both spoken and written.</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent user of MS office (word and Excel)</li> </ul>
<ul style="list-style-type: none"> <li>• A positive attitude, and strong interpersonal skills</li> </ul>
<ul style="list-style-type: none"> <li>• Strong organizational and time management abilities</li> </ul>
<ul style="list-style-type: none"> <li>• A committed team player with the ability to take initiative.</li> </ul>