



JOB DESCRIPTION

Position Title	Director HR
Department	Office of Human Resources
Reporting To	President
Type of Position	Regular – Full time

POSITION DESCRIPTION

The Director Human Resources will be responsible for providing strategic leadership and direction in all aspects of human resources management pertaining to staff in all departments of the University. S/he will lead the various activities of the University's Human Resources Department, and ensure that all programs and initiatives are incorporated and effective in supporting the overall mission and objectives of the University. S/he will directly participate in institutional planning and decision making and oversee delivery of services, policy implementation and personnel administration through subordinate staff. The Director HR will serve as an authority in human resources field(s) and establish and implement short term and long-term organizational goals, objectives, strategic plans, policies, and operating procedures as well as monitor and evaluate programmatic and operational effectiveness, and effect changes required for enhanced operations, programs and services. S/he will also partner with members of the university to work upon and build support for changes in human resources function(s) and initiatives.

DUTIES AND RESPONSIBILITIES

Strategy:

- ✓ Design, plan & lead university's development programs, compensation and benefits plans, policies and guidelines, documentation policies and other programs
- ✓ Evaluate effectiveness of policies and programs by soliciting internal and external feedback, analyzing data and making informed decisions based on those statistics to seek continuous improvement and/or revision, if necessary, of the policies and programs being implemented.
- ✓ Ensure policies and procedures reflect current global best practices and are consistently applied across the university.
- ✓ Develop and manage the Human Resources department budget and supplement it with projections for short and long-term planning. Recommend and/or make budgetary and resource allocations.
- ✓ Supervise the Human Resources team through effective division of tasks. Establish and define departmental goals and KPIs in order to meet targets. Manage and evaluate staff, provide guidance, ensure professional development and work direction as required.
- ✓ Set strategic priorities for the Directorate over short, medium and long term and contribute to institutional strategic planning and processes.
- ✓ Provide strategic advice and guidance to University Council members on the key risk areas pertaining to Human Resources field
- ✓ Prominent part of HRC Board Meetings.

Service Delivery:

- ✓ Take overall responsibility for the service delivery of the HR Unit.
- ✓ Work closely and in partnership with the Senior Directorate, managers and colleagues to provide an integrated provision of service delivery in line with the University mission and vision.
- ✓ Positively assist in initiating and managing change within the institution including areas of radical development.
- ✓ Maintain an awareness of changing external requirements and ensure that the HR unit / University actively responds to changes in context.

- ✓ Constantly engage in a process of reviewing, modifying and monitoring the operations of the HR unit in order to improve the quality of service, cater to the changing needs of stakeholders and ensure efficiency, effectiveness and value for money.
- ✓ Direct the work of the HR unit to ensure delivery of its strategic and operational objectives.
- ✓ Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations, employee retention and compliance
- ✓ Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- ✓ Supervision, management and timely update of human resources information systems and procedures to support operations.

Liaison and Networking:

- ✓ Collaborate with department heads for projecting staff needs, develop staffing plans, supervise job documentation, such as job descriptions and provide consultation in the areas of reward, recognition, performance management, retention, dispute resolution and policy. May also be required to assist with preparation and monitoring of department's staff budget.
- ✓ Advise department heads on job reclassifications, promotions/demotions and salary determination. Also provide guidance to senior management on organizational restructuring if needed.
- ✓ Establish and maintain strong network of professional contacts, including but not limited to recruitment agencies, head hunting firms, HR consultancies and placement offices. Attend meetings, seminars and conferences and represent university and/or centralized human resources program(s) or as appropriate.
- ✓ Interact and negotiate with external vendors and coordinate the delivery of human resources services, existing or new. Assess capabilities and performance and makes recommendations to management regarding continued use of services.
- ✓ Lead health and life insurance of staff members. Introduce & negotiate market competitive benefits with stakeholders.

Culture Building & Organization Development:

- ✓ Work on developing organizational culture that enables employees to perform in accordance with university's objectives while allowing them to reach their potential. Plan, design, develop and evaluate human resource-related initiatives and policies & procedures that support organizational strategic goals and promote work force diversity, management, employee input, evaluation and staff wellness in HR service delivery.
- ✓ Assess staff training needs and plan and implement a comprehensive program for training and development of staff; develop in-house workshops, seminars, trainings and ensure the regular and timely evaluation of staff.
- ✓ Oversee development of strategies and material for communicating centralized human resources services such as human resources trainings and information sessions, orientations, video/media presentations, website, publications or other communication materials.

Leading the Office of Community Values and Services:

- ✓ Heading the OCVS for all conduct issues of staff, faculty and students.
- ✓ Ensure compliance of university policies and procedures and with all federal, state and local laws related to employment law and human resources best practices.
- ✓ Advising legal requirements and industry regulations and legal implications of HR issues related to discipline, employee grievances and safety of employees at workplace. Assess impact of legislation on existing programs and make changes as appropriate.
- ✓ Being active part of internal and external committees, if needed, and representing the department within the organization on Human Resources matters.

✓ Perform other related duties as required.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Master's degree in human resources, business administration or a related field.
Required Experience	Ten years of human resources experience encompassing multiple specialties, five-six years of which are in a managerial or supervisory capacity Foreign experience will be treated as an added value

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1	Strategic Thinking	High
2	Leadership Skills	High
3	Decision Making Skills	High
4	Financial Management	Medium
5	Communications Skills	High
6.	Attention to Details	High