



Job Description (JD)

Title: Deputy Director for the Office of Human Resources
Office: Office of Human Resources
Report Line: Director, Office of Human Resources

Level: 8

S/he maintains and enhances the University's Human Resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. S/he leads Human Resources practices and objectives by focusing on employees, high performance culture, quality, productivity and standards. S/he coordinates the implementation of services, policies, and programs through Human Resources staff, reports to the president, serves on the executive management team, and assists president about Human Resources issues.

A. RESPONSIBILITIES:

The Deputy Director of Human Resources assumes the overall responsibilities as follows:

- Administer HR related documents, such as contracts of employment for all staff and faculty;
- Drafting the pay scale by conducting pay surveys;
- Conduct job evaluations, monitor and schedule individual pay conditions, recommend, plan, and implement pay structure revisions;
- Ensure the relevant HR database is up to date, accurate, and complies with HR policy;
- Ensure planning, monitoring, and appraisal of employee work results by training the Directors of Offices and Colleges to coach and discipline employees;
- Establish a recruiting, testing, and interviewing program, counseling directors on candidate selecting, conducting and analyzing exit interviews and recommending changes;
- Handle the recruitment process;
- Keep historical human resource records by designing a filing system that keeps both past and current records;
- Update and maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional activities;
- Liaise with recruitment agencies;
- Maintain good staff by recruiting, selecting, orienting , and training employees;

- Maintain the work structure by updating job RESPONSIBILITIES: and job descriptions for all positions;
- Prepare staff handbooks;
- Prepare employees for their assignments by establishing and conducting orientation and training programs;
- Set up interviews;
- Update and recommend human resource policies and procedures in conjunction with the Labor Law to top management;
- Other work as assigned by the Director.

B. QUALIFICATIONS:

The incumbent requires a BA degree in Human Resources Management, or other relevant fields with four-years working experience in HR Management.

i. Knowledge

- Knowledge of Labor Law
- Organizational Planning and Development
- Employee Relations
- Safety, Training and Development
- Knowledge on Hiring, Human Resources Management, Benefits Administration, Performance Review and Management, Communication Processes,
- Ability to supervise staff and train staff
- Ability to maintain a high level of confidentiality concerning files and other confidential documents and information.

ii. Skills

- Analytical and problem solving skills
- Dedication to the mission of the university
- Demonstrated ability to lead and develop Human Resources staff members
- High level of confidentiality
- Excellent interpersonal, customer-centric, and coaching skills
- Flexibility and willingness to learn
- Excellent command of English and computer literacy
- Strong personal and organizational skills with little instruction
- Spirit of team work
- Strong administration skills. Experience in the administration of benefits and compensation programs and other HR programs
- Strong communication skills, both verbal and written
- Tact and diplomacy in any circumstance
- The ability of work accurately with attention to detail

iii. Personal Attributes

- Highly Responsible and confidential
- High level of negotiation skills
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative

- Demonstrate sound work ethics

C. REPORT LINE

This position reports to the Director for Office of Administration and Human Resources.