UNI PRODUCTION SYSTEMS FZC

Job Description – HR Manager

CORPORATE ROLES & RESPONSIBILITIES

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1.0 INTRODUCTION

This section provides an outline of the roles and responsibilities of HR Manager in UNI Production Systems. It provides a basis for the structure of UNI Production Systems Corporate teams and defines how they interact within the company. It applies to all UNI Production Systems employees working on corporate-based tasks.

2.0 POSITION DETAILS

Position Title:	**HR Manager**
Department:	**HR & Admin**
Division:	**Corporate**
Reporting to:	**Chief Operating Officer (COO)**

3.0 POSITION SUMMARY

The Human Resource Manager is the key member of the management team and is responsible for the following:

- Manage the implementation of approved policies, procedures to ensure compliance with the local legislation and company policy.
- Implementation of compensation and benefit strategies.
- Provides the resources and processes necessary to ensure all HR transactions are performed in an accurate and timely manner.
- Disciplinary and grievance handling.
- Terminations/Resignations
- Ensure compliance to the local laws.
- Visas

4.0 ESSENTIAL RESPONSIBILITIES

- Provide domain knowledge to assist in responding to question and queries related to HR.
- Identifies and participates in continuous improvement initiatives
- Coordinates closely with the SAP Team and IT Department to ensure efficient processing of the expense report system, appraisal system, reporting system.
- Ensures internal controls are implemented and all data is auditable.
- Work closely with the compensation and benefits team, IT, Finance and others to ensure consistency and coordination.
- Approves and oversees all major modifications in the local payroll process, entitlement, etc.
- Promote privacy awareness, manages and oversees the deployment of data protection requirements and the company's privacy strategy.
- Keeps the management team informed of key trends, issues and resolutions.

- Provides guidance and coaching to Senior Managers on HR related issues.
- Complies will all applicable policies and procedures.
- Assist on coaching and development of team members.
- Coordinates regular performance rewards and other bonuses.
- Dedicates face to face time ensure support through interaction and feedback.
- Actively supports performance management system.
- HR reports
- Ensure all employee sign the company contracts and other relevant documentation
- Visas.
- SQ & SSHE (Responsibility, Authority, Accountability including Occupational SQ & SSHE)
  - Attend SSHE fundamental training as required by Uni Production System
  - STOP the job if is unsafe
  - Ensure that all OSP policy and standard, all applicable Company services rules, practices and procedure applicable to the work are complied with.
- Performs other duties as assigned.

5.0 KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE

- Strong knowledge of Human Resources Management, employment-related laws and regulations.
- Skills in written and verbal communication, interpersonal, negotiation and conflict resolutions. Ability to prioritize tasks and delegate, proficiency and ability to quickly learn the organization HRIS and talent management.
- Experience and Qualified Human Resources Professional and with 15 years in Oil & Gas and Refinery

6.0 ADDITIONAL RESPONSIBILITIES

- Providing information and answering employee questions about payroll related matters.
- Managing electronic timekeeping systems or manually collecting and reviewing timesheets.
- Calculating payable hours, commissions, bonuses, tax withholdings, and deductions.
- Preparing and issuing earnings statements.
- Issuing paychecks and managing direct deposits.
- Maintaining employee records.
- Coordinating with the HR department to ensure correct employee data.
- Providing administrative assistance to the accounting department.