

## VACANCY NOTICE

### Head of Human Resources

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- Lead the development and implementation of HR strategies and initiatives to support the university's growth and expansion. As part of the implementation, ensure effective communication with all the relevant stakeholders.
- Lead the development and implementation of the full spectrum of HR systems including policies, procedures and processes, ensuring legal compliance at all times. In doing so, remain abreast with Government requirements which have impact on HR functions and embed any changes seamlessly into the systems
- Ensure high-quality and timely staff recruitment across the organisation, following an effective workforce plan. In addition, oversee the onboarding programme to ensure that new employees feel welcome and get acquainted with their role, team and the organisation
- Oversee the organisation's performance management processes and ensure their effective implementation
- Ensure maintenance and validity of employee documents (e.g. passport, employment pass, teaching permit, insurance policy) and records, following University and Government requirements. As part of this, ensure provision of accurate HR related data including payroll and tax information
- Ensure the management of disciplinary and grievance issues are handled in adherence to relevant University and Government requirements
- Provide effective leadership with respect to the portfolio's responsibilities by ensuring that the department:
  - has staff members in appropriate numbers with abilities, attitudes, motivations, performance levels and position descriptions required to deliver the department's responsibilities;
  - is managed effectively through systematic development and strict adherence to all policies and procedures;
  - plans and manages its budget and resources efficiently and effectively;
  - complies with relevant University Regulations and Government requirements; provide accurate advice on matters related to the department responsibilities;
  - reports professionally and accurately on matters related to the department's responsibilities;
  - engages effectively with staff and relevant stakeholders in providing its services; and
  - manages complaints and incidents in an effective and timely manner.

Applicants applying for the Head Human Resource position should possess qualification and experience which include:

- Degree in Human Resource or related field.
- Experience in education industry environment is an added advantage.
- At least 10 years working experience in HR
- Understanding of and familiarity with Malaysian Employment Law and PDPA.
- Strong project management skills and coordination of a number of stakeholders and simultaneous projects in sometimes complex relationships and to multiple deadlines.
- Ability to lead large initiative, driving activity to completion while managing detail, and reporting on progress to date.

- Able to assess complex situations and provide solutions.
- Evidence of managing a team to ensure the successful delivery of objectives.
- Must be a team player able to work collaboratively with others to disseminate and share knowledge and information
- Excellent presentation and interpersonal skills and an ability to persuade, influence and collaborate with a wide range of people of different backgrounds and expertise, internally and externally.
- Excellent writing skills with ability to present complex issues in a focused, succinct, professional and persuasive manner.
- Ability to develop effective policies, procedures and processes.