

## **Head of HR & Admin**

### **Job Summary**

The Head of Human Resource & Admin (HR & Admin) is a managerial level position. The incumbent shall lead, direct, manage and coordinate the strategic and day to day routine operational Human Resources and Administrative activities for the University.

The Head of HR & Admin will provide oversight and guidance to the development, monitoring and revision of policies, manuals and processes related to recruitment, retention, compliance, compensation, benefits, training and development at HR Department; as well as oversee 360 Administrative and Workplace/Facilities functions.

### **HR Related Duties and Responsibilities:**

- Develop and oversee recruitment process as per HEC and statutory guidelines.
- Lead the process of job advertisements' review prior to posting, screen CVs, conduct telephone screenings, coordinate interview panelist, participate in interviewing candidates and ensure that all requisite documentation is collected, recorded, verified and accurate files/database maintained.
- Oversee all contractual employee's engagement and manage the new hire requisition, orientation and performance of assigned tasks.
- Manage attendance/time sheets record for all faculty/staff, while ensuring its timely submission, approval, accuracy, and record keeping.
- Monitor compensation/benefits record and compliance issues.
- Review employee final settlement payments for accuracy and compliance.
- Coordinate with Finance Department in the preparation of monthly Payroll and provide accurate details (e.g. leaves of absence, sick days and work schedules).
- Facilitate job analysis and update job descriptions.
- Advise on appropriate staffing levels and assist in HR budget preparation.
- Oversee the coordination and implementation of annual performance reviews.
- Evaluate the need for employee training and development and make recommendations.
- Work with senior management to resolve HR related issues, pragmatically.
- Investigate employee relations issues & work to ensure human resources related decisions are consistent, fair and govern under respective policies.
- Ensure maintenance of accurate, updated and verified employees' personnel files/records.
- Ensure accurate maintenance of leave record as per policies.
- Prepare HR documents, like employment contracts, and the new hire terms/conditions and guidelines.
- Create regular reports and presentations on HR metrics (e.g. turnover rates, attendance, discipline and promotion/selection cases).
- Arrange travel, accommodations and process expense forms.
- And all other HR related tasks as assigned and arise thereof, from time to time.

### **Administration Related Duties and Responsibilities:**

- Develop, upgrade and implement all SOPs, manuals, and check lists for entire Admin related tasks.
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Ensure smooth running of all administrative functions in the university. Manage schedules and ensure deadlines.
- Ensure guest relations protocols, reception, direction and guidance of all visiting guests and other high net worth people.
- Oversee security function including access control, surveillance monitoring through CCTV systems, and physical guards' deployment and duties.
- Ensure fire safety equipment inspection, rehearsals and drill practices.
- Supervise all transport/fleet related issues.
- Monitor facilities management of building infrastructure, AC chiller plants, stand by generators, water supply, utilities, maintenance of lawns and covered areas.
- Ensure efficient and proactive space management while forecasting the current and futuristic needs.
- Ensure cleanliness/hygiene and sanitation all across campus with garbage/waste disposal, specially the bio-hazard waste management treatment.
- Lead the accurate preparation of quarterly consumables demands for admin, facilities repair and maintenance items.
- Develop the Admin budget estimates for OPEX & CAPEX, both with tangible rational and justifications.
- Recruit and train personnel and allocate responsibilities and office space for maintenance.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the department to facilitate other academic, teaching and learning operations.
- Monitor inventory of office supplies and consumable items and the purchasing of new material with attention to budgetary constraints.
- Ensuring departments are stocked with necessary supplies and all equipment is working and properly maintained.
- Monitor costs, expenses and financial variances to ensure budget allocations and initiate advance modifications in budget allowances to meet unforeseen contingencies.
- Planning, scheduling, and executing events, including meetings, conferences, interviews, orientation sessions for employees and students, training sessions, seminars, convocation & open house, etc.
- Ensure close coordination and real-time liaison with other departments of Marketing, Finance, Procurement, Admissions, Examinations and Faculty etc.
- Deliver against any administrative task assigned from time to time.