



GERIATRIC EDUCATION & RESEARCH INSTITUTE
JOB DESCRIPTION

JOB TITLE Senior Manager /Manager
DEPT/SECTION Human Resource Management & Development

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (80%)

- Manage the full employee life cycle, from recruitment, on-boarding, engagement, development to off-boarding
- Track and manage manpower data to ensure alignment with strategic direction on manpower growth and management
- Harmonise the manpower planning and budgeting process, working closely with internal and external stakeholders
- Develop and execute recruitment strategies
- Spearhead personnel policies and procedures
- Administer benefits programme
- Provide advice to employees and managers and manage employee grievances, conduct and disciplines
- Lead in human resource development by establishing systematic learning process to aid staff to optimize their performances in their present jobs and expected future roles

(B) GENERAL (20%)

- Assume additional responsibilities as assigned by GERI's Executive Director

JOB REQUIREMENTS

EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's' Degree in Human Resource Management or equivalent from a recognized university
- Good Communication and Problem Solving Skills
- Good knowledge of Employment Act and Labour Laws
- Experience working in a research sector is an advantage