

<u>HR & Admin Officer</u>			
Department:	Corporate Services	Working Hours:	Mondays to Fridays, 07hr30 to 16hr30, and Saturdays, 07hr30 to 12hr30
Reporting to:	HR & Admin Lead	Type of Position:	Full-Time and Permanent
Minimum Qualification & Experience:			
<ol style="list-style-type: none"> 1. A Bachelor's degree in a relevant field or an equivalence acceptable to the Board 2. 2 years' experience post qualification in a relevant field 			
Main Duties:			
<ol style="list-style-type: none"> 1. Assist the Head of Dept in the management of the department 2. Responsible for the preparation and implementation of a plan for Human Resource development and training, as well as the HR plan 3. Responsible for the implementation, administration and enforcement of HR / Admin policies 4. Exercise supervision and control over supporting staff 5. Processing matters relating to recruitment & selection, promotion, retirement, discipline, staff welfare, organisation of events, and any other functions related to HR / Admin 6. Ensure that the Performance Appraisal system is implemented and maintained 7. Periodical update of employee handbook, as well as any other relevant departmental documents 8. Periodical update of the departmental organisational structure 9. Manage all aspects of the employee life cycle 10. Perform administrative tasks for the department 11. Carry out payroll activities 12. Assist in Health and Safety functions 13. Assist in welfare activities 14. The duties mentioned above are not exhaustive and Mauri-Facilities reserves the right to require the incumbent to perform any other related duties but relevant to the operations of Mauri- Facilities 			
Documents to be mandatorily submitted alongside the application form (copies only):			
<ol style="list-style-type: none"> 1. Copy of Bachelor's degree or equivalence <p><i>*Non-submission of above document will lead to the disqualification of the candidate from the recruitment exercise</i></p>			
Salary:			
Negotiable			

