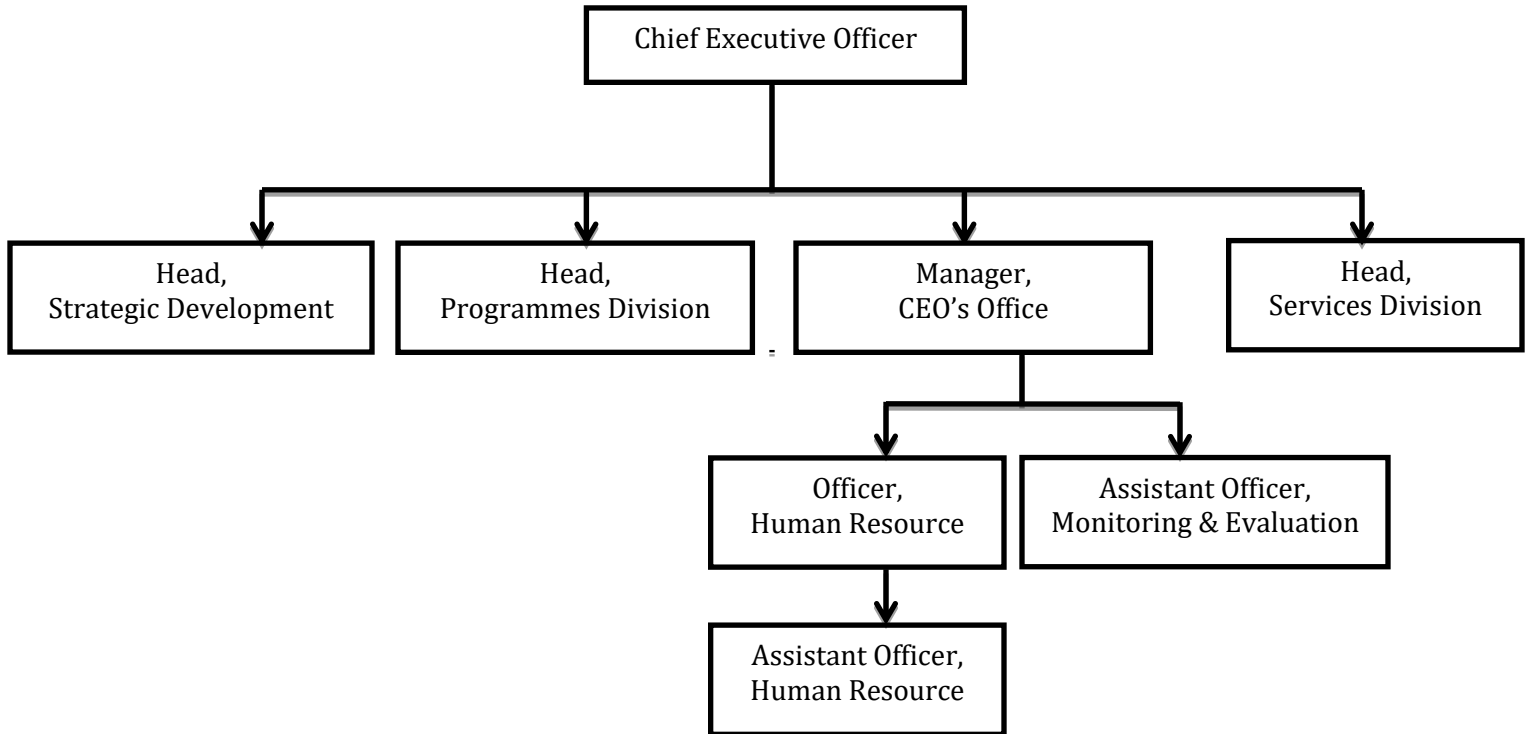




Islamic Relief Malaysia
Job Description
Assistant Office, Human Resource

JOB TITLE:	Human Resource (6 Months Contract)
BASE LOCATION:	Office-based
GRADE/SALARY	RM 1,500.00 per month
DIVISION PURPOSE:	<p>The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organisation is prepared to respond promptly and effectively to humanitarian crises.</p> <p>The division increases the organisation's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organisation's donors.</p>
DEPARTMENT PURPOSE:	<p>Coordinating innovative human resource programs that advance the business goals and objectives of the operating units, providing leadership in the development of integrated human resources systems. Demonstrate baseline working knowledge of routine work applications; follow standard principles and systems and use appropriate terminology associated with a particular field of specialization.</p> <p>Ensure safe practices and environmental consciousness are exhibited in decisions, typically work under direct and frequent supervision while performing routine duties using established procedures with detailed instructions.</p>
JOB PURPOSE:	<ol style="list-style-type: none">1. Responsible for performing a variety of human resource support duties.2. Assists in maintaining the human resource database and processing of employee data.3. Completes assigned reporting functions involving attendance statistics, termination, hire and transfer data, and other information assigned.4. Provides recommendations regarding the development and administration of human resource policies and programs.5. Assists in informing new employees of human resource policies and programs as needed.6. Performs general office support functions and assists area personnel as necessary.
REPORTING TO:	Manager, CEO's Office
STAFF REPORTING:	NIL

Organisation Structure for Programmes Divisions



SCOPE AND AUTHORITY

Scope of the Role:

- Reporting to the Country Director, the Manager, and Services Division has operational responsibility for all areas of HR, accounts, ICT, legal, facilities and assets in IR Malaysia in line with the organisational strategy and within the relevant framework(s) set by Islamic Relief.
- Key cross-organisation system development initiatives will be undertaken after consultation with the Managers, Heads and/or relevant stakeholders.



KEY RESPONSIBILITIES

Main Duties:

1. Attend recruitment interviews as a panel member and fully contribute towards the selection of successful candidates.
2. Undertake administrative duties supporting various HR processes including maternity and paternity leave and other forms of special leave, job evaluation panels, probation procedure, other terms and conditions of employment.
3. Undertake duties supporting the organisation's learning and development culture including the collation of learning needs from individuals' appraisals and the collection of information relating to the evaluation of training.
4. Provide administrative support to the HR team including word processing, distribution of information, organising and taking minutes at meetings for the HR Manager/HR Advisors.

Working Environment/Physical Challenges

- Required to use information technology on a regular basis to input and maintain the HR Information System and to generate various letters

Responsibility for Non-Financial Assets

- Responsible for preparing, and amending confidential information concerning employees contained within Human Resource management software systems and paper personal files.
- Responsible for ensuring that the confidential information is kept secure.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of responsible in office support duties in support of Human Resources Division.
2. Provide to answer questions from employees and the general public regarding human resources issues, rules, and regulations relating to human resources management, respond to employment verification requests, salary and benefit surveys, and other requests for information.
3. Plan and coordinate recruitments, prepare job announcements and advertisements, notify candidates of application/employment status, prepare certification lists.
4. Process personnel action forms and maintains personnel records to ensure timely performance evaluations and appropriate actions.
5. Maintain personnel records ensuring timely and accurate records.
6. Explain employment benefits and general terms and conditions of employment to employees and department representatives; conduct initial new employee orientation for purposes of ensuring appropriate completion of payroll and benefits documentation.
7. Research, compile and analyse data for special personnel projects and reports.
8. Perform a variety of general office support duties; make copies; maintain calendar of activities, meetings, and various events for assigned staff; process mail including receiving, sorting, time stamping, logging, and distributing incoming and outgoing correspondence and packages.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

- High school graduate or equivalent.

REQUIRED KNOWLEDGE:

- Basic understanding of human resource functions.
- Knowledge of all related computer applications.
- Understanding of human resource reporting and recordkeeping requirements.

EXPERIENCE REQUIRED:

- At least one year of related experience.

SKILLS/ABILITIES:

- Well organized.
- Accurate and attentive to detail.
- Excellent communications and public relations abilities.



- Strong typing and computer application skills.
- Ability to assist and support others.
- Able to operate telephone, PC, copier, and other basic business machines.

THE PERSON

- Flexible and responsive
- Able to plan and prioritise work within defined parameters
- Able to communicate in an engaging and persuasive style

Signed by: _____ (Manager, CEO's Office)

Signed by: _____ (Direct Supervisor)