

## **Job Title: HR Senior Officer**

### **Job Description:**

We are seeking an experienced HR Senior Officer to join our organization. The HR Senior Officer plays a key role in overseeing and managing various human resources functions, including recruitment, employee relations, performance management, training and development, and HR policy implementation. As a senior member of the HR team, you will provide strategic guidance and support to ensure the effective delivery of HR services and the achievement of organizational goals.

### **Responsibilities:**

- Develop and implement HR strategies, policies, and procedures in alignment with organizational objectives.
- Provide guidance and support to HR staff, ensuring the efficient execution of HR operations and services.
- Oversee the recruitment and selection process, including job posting, candidate screening, interviewing, and offer management.
- Lead employee onboarding and orientation programs to facilitate a positive and smooth transition for new hires.
- Manage employee relations matters, including conflict resolution, disciplinary actions, and grievance handling.
- Collaborate with department managers to identify training and development needs and design appropriate programs to enhance employee skills and knowledge.
- Coordinate performance management processes, including goal setting, performance appraisals, and career development plans.
- Ensure compliance with employment laws and regulations and keep abreast of any changes or updates.
- Conduct investigations into employee complaints or concerns and recommend appropriate actions.
- Develop and maintain HR metrics and reports to monitor key HR indicators and trends.
- Stay updated on industry best practices and trends in HR management and recommend initiatives to enhance HR practices and processes.
- Collaborate with cross-functional teams on HR-related projects and initiatives.

## Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field. Master's degree is a plus.
- Proven experience as an HR Senior Officer or in a similar senior HR role.
- In-depth knowledge of HR policies, procedures, and employment laws.
- Strong leadership and people management skills.
- Excellent interpersonal and communication skills, with the ability to build effective relationships with employees at all levels of the organization.
- Demonstrated ability to handle sensitive and confidential information with discretion and integrity.
- Strong analytical and problem-solving skills.
- Proficiency in HRIS and other HR-related software applications.
- Professional certification in Human Resources (e.g., SPHR, SHRM-SCP) is highly desirable.
- Demonstrated ability to work in a fast-paced environment and manage multiple priorities.

If you are a seasoned HR professional with a passion for driving HR excellence and contributing to the success of our organization, we invite you to submit your application and join our dynamic team. Together, we will shape and enhance our HR practices to support employee engagement, development, and organizational growth.