



Assistant Vice President- Human Resources

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 16, 2015, midnight

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : senior
Job Location : Kathmandu
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

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Job Description

Position Description:

This role will lead a group of HR team members that handles entire HR issues as well as, payroll and benefits. The main objective for this role is to lead and mentors the team in implementing the HR strategies set by the Company and partnering with managers and supervisors to drive performance to an optimal level. This role will also assist in developing the organization's strategic objectives by planning, organizing, and evaluating activities that lead to high employee engagement.

Essential Functions:

- Work closely with CEO to create a high performing organization that is recognized as an Employer of Choice.
- Develop and mentor the assigned HR Personnel to ensure a high, effective, efficient level of service through-out the Company related to all HR matters.
- Act as a business partner to ensure management effectiveness, career development and succession planning.
- Active participant in the development of HR strategic planning and employee engagement.
- Ensure assigned talent searches are conducted speedily and recruits are a cultural fit to the organization.
- Evaluate and track skill levels per department and develop talent rotation programs that allow our current resources to increase talent to fulfill future Company growth.
- Lead ISO related activities of Company
- Partner with all personnel across the Company to deliver plans across the organization that leverages HR programs, policies, processes and systems.
- Plan and execute employee retention activities.
- Manage employee relations to enhance engagement and identify and address people and organization risk.
- Conduct employee relations investigations where necessary and provide recommendations for resolution. Ensure compliance with all laws, statues and regulations.
- Monitor HR- KPIs and review monthly results with HR leadership.
- Improve employee satisfaction by identifying and responding to concerns; developing engaging programs.
- Improve staff effectiveness by coaching, counseling and disciplining employees; planning and monitoring, and appraising job results.
- Represent Talking Rain with a high level of integrity and professionalism.
- Encourage and promote a positive, productive atmosphere in which co-workers benefit from your knowledge, skill and demeanor.

Additional Responsibilities:

- Responsible for leadership development of direct reports.
- Maintain a safe and positive work environment.
- Inform direct and indirect supervision of any critical matters immediately.
- Train, conduct meetings, and evaluate direct reports.
- Seek to improve process, develop best practices, and insure quality.
- Perform other duties as assigned by CEO.

Interaction and environment

Reports To: Chief Executive Officer

Works with: All Personnel

Qualifications:

Proficiencies

- Excellent written and oral communication skills; ability to communicate effectively and project a professional image.
- Excellent interpersonal skills with the ability to work effectively with individuals and groups at all organization levels; ability to work independently and as part of a team.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to take initiative and prioritize tasks; good time-management, organizational, problem-prevention and problem-solving skills.
- Strong analytical ability with active listening skills.
- Ability to work accurately with close attention to detail.
- Ability to maintain confidentiality of sensitive information.
- Willingness to adapt to changing business needs and deadlines.
- Ability to study and apply new information.
- Ability to exhibit a professional, business like appearance and demeanor at all times.

Education and Experience

- Strong knowledge on HR and Labour Law
- Strong business acumen.
- Master degree in management or equivalent related experience.

Salary: Negotiable (No bar for highly deserving candidate)

Experience: At least 5-years in service industries

Note: Please apply with updated resume and mention position name “**Assistant Vice President-Human Resources**” in the motivation letter while applying.

Applying Procedure

Apply Link : <https://merojob.com/assistant-vice-president-human-resources/>

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