



JOB TITLE	SENIOR HUMAN RESOURCE ASSOCIATE
REPORTS TO	HUMAN RESOURCE MANAGER
JOB PURPOSE: <ol style="list-style-type: none"> 1. Provide comprehensive HR support across key functional areas including talent acquisition, benefits administration, training and development, performance management, employee relations, occupational health and safety, and exit management to ensure smooth and compliant HR operations. 2. Drive the design and implementation of talent management programs and initiatives aimed at enhancing employee engagement, retention, and development across the organization. 3. Lead the development and execution of robust HR strategies, policies, and procedures to equip the organization with the capabilities, resources, and frameworks necessary to support and achieve its strategic business objectives. 	
KEY TASKS, DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none"> 1. Recruitment. <ul style="list-style-type: none"> • Lead end-to-end recruitment processes to ensure timely and quality hiring in line with the approved manpower budget. • Coordinate staff recruitment and selection to efficiently fill vacancies. • Oversee onboarding and induction processes for smooth integration of new hires. • Promote the organization as an Employer of Choice through diverse recruitment channels. • Drive the annual manpower planning cycle, ensuring alignment with the overall operating budget. 2. Training. <ul style="list-style-type: none"> • Lead the Training Needs Analysis (TNA) process across all departments to identify skill gaps and align training initiatives with business goals • Design and implement a comprehensive annual training plan to enhance employee competencies, performance, and career growth. • Coordinate the delivery of internal and external training programs, ensuring relevance, quality, and measurable impact on productivity. 	



- Monitor and evaluate training effectiveness through post-training assessments, feedback, and performance tracking.
- Facilitate the Management and Leadership Development Programs to attract, nurture, and retain high-potential talent.
- Collaborate with department heads to support succession planning and targeted development of key roles.
- Ensure compliance with training-related policies and regulatory requirements.
- Maintain accurate training records and prepare periodic reports for management review.
- Promote a culture of continuous learning and professional development within the organization.

3. Benefit Administration.

- Lead the development and implementation of competitive staff benefits and rewards policies to support talent attraction and retention.
- Oversee staff welfare and wellness programs to promote employee well-being and engagement.
- Manage payroll processing, ensuring accuracy, confidentiality, and timely salary disbursements.
- Ensure timely remittance of statutory deductions and pension contributions in compliance with legal requirements.
- Administer staff insurance benefits, including Medical, WIBA, and Group Life coverage.
- Monitor and manage leave, staff attendance, and related records.
- Prepare and manage the HR annual budget, ensuring effective cost control and alignment with organizational objectives.

4. Talent Management

- Drive the implementation of an effective performance management framework to align individual objectives with organizational goals.
- Lead succession planning and talent development initiatives to ensure business continuity and strengthen leadership pipelines.



- Provide strategic advisory support on organizational change management initiatives to foster agility and growth.
- Oversee employee relations, including counselling, grievance handling, and disciplinary processes to promote a positive and compliant workplace culture.
- Generate HR reports and analytics to inform management decisions and support board-level reporting.
- Coordinate Occupational Safety and Health Administration (OSHA) compliance efforts, including risk assessments, trainings, and staff awareness, to ensure a safe and healthy work environment.

REQUIREMENTS

- A Bachelor's degree in business related course or equivalent from a recognized university.
- CHRP/Diploma in Human Resource.
- 5 years relevant working experience in Human Resource.

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly [Click Here](#) and apply on or before **Friday, April 25, 2025**.