

Job Description: HR Officer

Responsibilities:

- Provide counseling on company policies and procedures.
- Maintain and update Employee records.
- Prepare and maintain Employment Contracts.
- Responsible for creating and maintaining salary sheet.
- Approval and Maintenance of staff leaves.
- Crosschecking and approving DSAs and any relevant staff compensations.
- Coordinates and conducts effective training programs for staff.
- Evaluation and Staff Appraisal.
- Overlooking and planning overall staff retention.
- Be actively involved in recruitment by preparing Job Descriptions, announcements, managing and coordinating the hiring process.
- Develop Training and Development process.
- Support management with disciplinary and grievance issues.

| Characteristics of an Administration-HR Officer | |
|---|--------------------|
| Friendly | Correctness |
| Committing | Quality Orientated |
| Adaptable | Reliable |
| Innovative | Motivating |
| Determined | Sociable |

| Professional Experience | Basic Requirements |
|---------------------------------------|---|
| Basic Qualification | Minimum: Bachelor's Degree in similar field |
| Work experience in Microfinance or HR | Minimum: 1 Year |
| Courses | HR Management |
| Microsoft Office | Advanced Skills in Word, Excel and Powerpoint |

| Professional Knowledge and Skills | Rating |
|---|--------|
| Sales-oriented | 1 |
| Leadership of employees/Developing people | 4 |
| Ability to work in a team | 5 |
| Communication Skill | 5 |
| Ability to establish contact | 4 |
| Power to convince | 4 |
| Capacity to plan and organize | 4 |
| Ability to take decision | 4 |
| To work independently | 4 |