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| Job Description | Ref No: |
|-----------------|---------|

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|----------------------|--|----------------------|----------------------------|
| Job title            | Human Resources Executive (Recruitment and Training) |                      |                            |
| Directorate / Region | East Asia  | Department / Country | Human Resources / Malaysia |
| Location of Post     | Kuala Lumpur   | Job Grade / Pay band | H                          |
| Reports to           | Senior Manager, Human Resources                      | Duration of Contract | Permanent                  |

**Purpose of Job:**

To ensure that the management of human resources in Malaysia supports the operations of the directorate and is consistent with BC regional/ global practice.

**Context and Environment:**
**Accountabilities, responsibilities and main duties:**
**Recruitment/ Staffing Needs – Local Staff & Teaching Center**

1.
  - Assist recruiting managers on staffing needs and advise on sourcing options. This includes intranet, internet, recruitment agencies and UK recruitment team.
  - Ensure compliance with BC standards & procedures on recruitment and selection (Shortlisting, interview, reference checks).
  - Follow-up and liaise with selected candidates on details of job offer.
  - Prepare employment contracts of country-appointed staff, temp post and any post that is related to country appointed.
  - Coordinates induction for new hires.

**Staff Development**

2.
  - Support Training Administration:
    - Maintain and update staff training database.
    - Apply for relevant training subsidies and submit claims for HRDF.
  - Coordinate and track completion of mandatory training on the following:
    - Performance Management.
    - EO&D
    - Induction process (i.e. recruitment/ selection, PMPD, line management).
    - Information Management, Child Protection, Fraud and Anti-Bribery and etc.
  - Track and monitor bids for staff development funding.
  - Support line managers in coordinating training/ development activities for their teams.

**Employee Relations**

3.
  - Assist in communicating HR-related information to staff by posting updated information/ forms on Intranet, at HR team meetings and staff meetings.
  - Assist to monitor follow-up action to annual staff survey.
  - Track probation records and remind line managers at least 1 month before probationary review is due.

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**Performance Management**

- 4.
- To ensure PM practices are in place and that core training is provided to staff and line managers.
  - Provide staff info and updates to line managers in preparation for annual performance review.
  - Reports to Senior HR Manager on Performance Evaluation returns (email and electronic).
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**Equal Opportunities and Diversity**

- 5.
- Support Senior HR Manager to track EO&D issues, implement systems and practices that enable fair employment and diversity within the workplace.
  - Assist to gather and prepare evidence for annual Diversity Assessment Framework assessment exercise.
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**Other Duties**

- 6.
- Provide full spectrum of HR support to country-appointed staff.
  - Work with team and provide HR support on matters related to EPF, SOCSO and Income Tax.
  - Any ad-hoc HR related task(s) assigned to you from time to time.

**Key Relationships:**

Internal Business Stakeholders, State Education Department, EPF , SOCSO, IRB and etc

**Other Important Features or Requirements of the Job:**

May be required to work extra hours during peak periods, e.g. recruitment, PSMB and etc.

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|---|---|
| Please specify any passport/visa and/or nationality requirement.            | Right to work in Malaysia   |
| Please indicate if any security or legal checks are required for this role. | Local police check, pre-employment medical check and employment reference check |

**Person Specification**

| Please indicate:<br>Essential (E)<br>More Demanding (MD)<br>Most Demanding (MsD)  | Essential | Desirable | Assessment Stage                |
|---|-----------|-----------|---------------------------------|
| <b>Behaviours</b>   |           |           |                                 |
|   |           |           |                                 |
| Connecting with others (E)  | X         |           | Shortlisting and Interview      |
| Working Together (E)  | X         |           | Shortlisting and Interview      |
| Making it Happen (MD)   | X         |           | Shortlisting and Interview      |
| Being Accountable (E)   |           | X         | For Performance Management only |
| Creating Shared Purpose (E)   |           | X         | For Performance Management only |
| Shaping the future (E)  |           | X         | For Performance Management only |
| <b>Skills and Knowledge</b>   |           |           |                                 |
| Sensitive and discreet in dealing with confidential matters   | X         |           | Shortlisting and Interview      |
| Good organisational skills  | X         |           | Shortlisting and Interview      |
| Competent in any 2 of the following areas:<br>a) Recruitment<br>b) Compensation & Benefits Administration<br>c) Training Administration | X         |           | Shortlisting and Interview      |
| <b>Experience</b>   |           |           |                                 |
| At least 5 years of hands on HR generalist experience, inclusive of handling expatriates & payroll                                      | X         |           | Shortlisting and Interview      |
| <b>Qualifications</b>   |           |           |                                 |
| Degree/ Post Graduate Diploma in Human Resources or related qualification   |           | X         | Shortlisting                    |

**Submitted by:**

Alice Choong

**Date:**

28 November 2013