

ToR for **Associate Director** – Human Resource & Administration Division (HRAD), DHI

Overall Job Description

The Associate Director (AD) of HRAD is responsible for carrying out all HR and administrative functions of the company and for providing strategic organizational support to DHI management and DoCs. He/she shall serve as focal point to all other departments and divisions on HR and general administrative matters and act as internal HR consultant (generalist) to support the business processes of DHI and liaise with portfolio companies in developing HR synergies.

Specific Responsibilities

The AD as the Head of the division shall specifically be responsible for the following:

- Analyze the workforce information and productivity measures and develop strategies/plans.
- Hire the right candidate for the right position.
- Develop a succession plan for various business units of DHI.
- Implement/administer HR policy and procedures, and monitor their effectiveness.
- Evaluate jobs/positions to ensure equity in the business units of DHI.
- Analyze the existing compensation and benefits to attract and retain talents.
- Review HR policies and practices across DHI and its companies.
- Liaise with functional leaders to ensure that performance reviews are completed on time.
- Identify and rationalize career and training opportunities/needs of all business units.
- Support department heads and others in administering HR policy and practices more effectively.
- Support DHI in planning and rationalizing any change initiatives to improve the performance of DHI.
- Assess the need for outsourcing HR-related services and properly monitor such contracts.
- Ensure occupational health and safety compliance of the organization in line with the existing policy of DHI and the labor legislations
- Ensure all HR data types are kept continually up-to-date and furnish the HR-related data and reports.
- Oversee the functions of SAP-HCM system.
- Ensure that the day-to-day administrative functions (travel services, maintenance and insurance of cars and other office properties, arrangement of logistics, supply of equipment, furniture, stationery, administrative tenders, asset declaration, audit clearance, etc) are carried out efficiently.
- Perform such other assignments, as required by the management.

Education & Experience Criteria

He/she must/should have:

- Master's degree in relevant fields.
- Minimum of 2nd division in Bachelor's degree.
- Minimum of 10 years of relevant work experience (excluding the study period).
- Minimum average performance rating of 85 points for the last three years.
- Required knowledge, skills or experience in HR, administration and organization development.

Person Specifications & Attributes

Additionally, he/she must have:

- Advanced management/planning ability
- Good analytical and numeracy skills
- Good written and presentation skills
- Good negotiation, client management and interpersonal skills
- Integrity/ethics, and the ability to meet the deadlines

Other requirements

- DHI application form
- Curriculum Vitae (CV) clearly indicating requirements referred to above
- Copies of (1) Security Clearance Certificate (online), (2) Audit Clearance Certificate (for interview)

Employment Type

- 4 years initial contract (extendable based on individual performance and requirement of the Company)

Salary & Others Benefits

- Pay shall be fixed within the existing DHI pay scales, DHI Service Rules and in line with DHI pay fixation norms.