



MANAGER HUMAN RESOURCES

An established and reputed export company based in the Western Province is looking for a qualified and experienced person for the post of Manager – Human Resources.

The main duties of the chosen candidate would be to:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy;
- Manage the recruitment and selection processes of potential employees;
- Maintain and monitor outsourced employee service agreements;
- Maintain employee attendance and leave processes;
- Oversee and manage a Performance Appraisal System that drives high achievement;
- Prepare and maintain salary schedules and ensure compliance with mandatory payments to Provident Funds, and the Inland Revenue Department;
- Assess training needs to apply for, and monitor, training programs;
- Report to Management and provide decision support through HR metrics;
- Ensure legal compliance throughout the Human Resource Management process;
- Support current and future business needs through the development, engagement, motivation and preservation of Human Capital;
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization;
- Nurture a positive working environment.

Qualifications & Experience.

- A. A HRM or related Degree/MBA;
- B. At least 10 years' experience in Human Resources Management with at least 5 years in a managerial capacity;
- C. Experience in a manufacturing company would be preferred;
- D. Be well-versed in the Shop and Office Act, Factories Ordinance and other labour ordinances and acts;

If you can fulfill the above requirements,
please send your CV on or before
7th March 2023

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