

VACANCY NOTICE

REF: JS04102024

POSITION	ASSISTANT MANAGER, RECRUITMENT
LOCATION	KUCHING, SARAWAK
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

RECRUITMENT OPERATIONS

- Manage assigned portfolios for efficient and effective operations.
- Plan, organise, implement and monitor with follow-through actions to ensure smooth daily operations.
- Lead team to improve internal processes and procedures for continuous improvements.
- Assist in planning and manage the use of technology to further enhance various HR functions.
- Provide advice on operational matters and any related strategic aspects.
- Manage the HR policies and related documents to ensure compliance and relevance in meeting University needs.

PROJECTS AND STRATEGIC WORK

- Assist in identifying strategic focus and work activities, in support of the University goals.
- Assist in planning and implementing new initiatives and related work activities across various functions of HR unit.
- Assist in overseeing HR projects assigned or new initiatives undertaken by the unit.
- Assist in the strategic nature of various tasks including conducting benchmarking, data consolidation and analysis, proposal writing, policy review and preparation of presentation materials etc.
- Provide input on the strategic development of human resource functions and strategies to position the University as an employer.

CUSTOMER SERVICE

- Assist in collaborating with internal and external customers to better understand, anticipate and meet the current and future needs of the University.
- Oversee team to ensure HR staff provide a friendly, helpful and responsive service to internal and external customers.
- Provide accurate information, educate and advise staff on HR matters including compliance of policies and procedures.
- Respond to any queries in a timely and professional manner

RESOURCE MANAGEMENT

- Perform supervisory role to staff members in the team, including providing guidance to ensure satisfactory delivery of work outcomes with motivated team members and setting professional standards for the staff.
- Be proactive and resourceful in providing solutions for any problems or issues relating to HR matters.
- Ensure that team workflows are managed, capacity is measured, and work is allocated accordingly.

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- Ensure that performance targets and development plans are developed for team members, and manage their progress accordingly.
 - Plan resources available, including budget and contingency plans where required, to ensure sustainable operations and for business continuity.

LIAISON AND INTERACTION

- Liaise with the relevant government authorities and statutory bodies for compliance with relevant rules and regulations.
- Liaise and interact with other external parties such as training providers, and networking with other higher institutions.
- Liaise and interact with internal parties on relevant matters

COMPLIANCE, ANALYTICS, REPORTS AND INFORMATION MANAGEMENT

- Assist to ensure on-going compliance in operations and reporting with all required regulations set by the government, ministries, statutory bodies and accreditation bodies.
- Ensure that the services and activities are planned in accordance with government rules and regulations.
- Lead in monitoring and ensuring proper documentation so that accurate and complete records are maintained, and in compliance with relevant regulations as well as accreditation requirements.
- Ensure records are accurate and kept current so as to be available for analysis and use for decision-making.
- Conduct analysis for effective reporting including dashboard as well as effective use of data to identify trends and for analytics purposes.
- Prepare and provide accurate reports on a regular basis and as and when needed by the Management.
- Manage to ensure sufficient information are available for both internal and external reporting, and use by the Management, the Board and the University Council.

JOB REQUIREMENTS

- Bachelor degree in Human Resources, or other related discipline from a recognised institution
- A minimum of 3 – 5 years related working experience including one (1) year at supervisory level in leading a team of staff.
- Experience in recruitment, selection and onboarding.
- Familiar with current Sarawak Labour Ordinance and all related regulations including Ministry of Higher Education and Immigration Department Sarawak.

APPLICATION PROCESS

Interested candidates are invited send the documents below career.unitalent@gmail.com or whatsapp to +6012-5227761.

- Updated CV
- Qualifications (Certificates & transcripts)