



Job Title	<b>Manager I - HR</b>
Department/Institute	<b>HR</b>
Reporting to	<b>Director of HR</b>
Main Objective	<b>To provide clerical and administration support to externally funded research projects</b>

1. To assist as directed in the recruitment process.
2. To support Lead Researchers and Senior Research management with consultancy on HR resource capacity, HR related costings and personnel engagement during external project proposals.
3. To compile and get approval for internal research personnel for engagement on externally funded research project
4. To draft and issue calls for external researchers to engage on funded projects in line with Grant Agreements
5. To support in administrative duties related to scheduling and conduction of interview sessions.
6. To prepare contracts for research personnel in line with external project funding regulations.
7. To compile and update regular employee records in support of externally funded project reporting requirements
8. To support recruited personnel with allowances as per regulating Grant Agreement provisions.
9. To compile and update employee records including upkeep of personal files.
10. To assist with day to day operations of the HR functions and duties.
11. To coordinate communication with candidates and schedule interviews.
12. To acknowledge all candidates that applied and attended for an interview.
13. To print and scan all the received CVs and applications.
14. To prepare the Position's file to the Hiring Manger for the eligibility list.

15. To be responsible for the HR Filing system in relation to different externally funded projects
16. To perform standard office procedures including processing mail, answering phone calls, typing and filing.
17. To make proper and efficient use of office equipment.
18. To compile and manage the waiting list database.
19. To address employee queries regarding forms and recruitment procedures.
20. To assist the Lead Researchers and Senior Research Officers in initial orientation to newly hired employees.
21. To file all documents, papers, letters and records for quick and easy access and retrieval
22. To track the progress of various assignments.
23. To keep oneself updated on MCAST activities/products/services so as to answer enquiries in a professional manner.
24. To provide clerical support to the rest of the staff as required.
25. To ensure a high standard/quality of work and service throughout.
26. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.