



Job Title	Manager 2 - HR
Department/Institute	Human Resources Department
Reporting to	Director of HR
Main Objective	To oversee the effective delivery of human resources services, including payroll, recruitment, employee relations, and development initiatives, while ensuring compliance with policies, procedures, and relevant legislation.

1. Oversee and manage the end-to-end payroll process, ensuring accuracy, timeliness, and compliance with applicable legislation and internal policies.
2. Supervise payroll preparation activities, including data validation, calculations, adjustments, and final approvals prior to processing.
3. Prepare and analyse payroll-related reports, providing insights to support decision-making and organisational efficiency.
4. Manage year-end payroll processes, including reconciliation, reporting, and statutory requirements.
5. Monitor and review overtime and payroll variances, making recommendations to improve cost control and productivity.
6. Ensure the accurate implementation of salary increments, allowances, and collective agreement provisions within payroll systems.
7. Address and resolve payroll-related queries, providing clear guidance and support to employees and management.
8. Maintain and continuously improve payroll processes, controls, and system accuracy.
9. Ensure that HR and payroll systems are fully updated, accurate, and functioning effectively at all times.
10. Support and oversee the day-to-day operations of the Human Resources function.
11. Ensure accurate and timely processing of HR documentation, including contracts, personnel action forms, and employment records.
12. Coordinate recruitment activities in line with applicable policies and directives and prepare related documentation as required.

13. Provide guidance on HR policies, procedures, and employment legislation, ensuring consistent application across the organisation.
14. Support the resolution of employee relations matters, including grievances, disciplinary processes, and workplace concerns.
15. Contribute to the development, implementation, and review of HR policies and procedures, ensuring compliance with legal and organisational requirements.
16. Support the implementation of performance management processes and organisational development initiatives.
17. Assist in the design, coordination, and delivery of training and development programmes and maintain accurate participation records.
18. Collaborate with department heads to support workforce planning, productivity, and operational effectiveness.
19. Prepare reports, statistics, and documentation for internal and external stakeholders as required.
20. Maintain records related to workplace incidents and ensure appropriate documentation and follow-up.
21. Support onboarding and employee orientation processes and contribute to a positive employee experience.
22. Foster collaborative working relationships across the organisation and provide HR advisory support to stakeholders.
23. Provide any Payroll or HR reporting as required by the Director HR.
24. The list is not exhaustive and the management may change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.