



Job Title	Manager I – Human Resources
Department/Institute	Human Resources
Reporting to	Director
Main Objective	The Manager I is expected to manage the day to day running of the HR department.

- 1) Assist in the day-to-day running of the HR department.
- 2) Provide guidance to other staff in the HR department, and coach and develop them as necessary.
- 3) Assist in the coordination of recruitment activities, ensuring strict adherence to Directive 7.
- 4) If and when requested, prepare Vacancy Forms and liaise with the Education Ministry, as necessary.
- 5) Oversee the preparation and updating of employment records related to engagements and terminations, promotions and progressions and movements of staff.
- 6) Ensure that paperwork is completed and processed in a timely manner and that records are meticulously kept.
- 7) Explain HR policies and procedures, labour laws, and other work standards to new and existing employees, as and when required.
- 8) Ensure that the human resources online systems are functioning perfectly at all times and take immediate necessary action when faults are detected.
- 9) Draft contracts of employment and prepare and review job descriptions when necessary.
- 10) Process as necessary any personnel action forms and other related paperwork and ensure proper approval.
- 11) Assist and advise employees on HR related issues, including payroll queries and family-friendly measures.
- 12) Gather information and compile statistics for PQs, government reports, etc.
- 13) Record and maintain accident reports and file appropriately.
- 14) Bring promptly to the attention of senior management any employment relations issues such as work complaints of a very serious nature and harassment allegations.

- 15) Assist the Director of HR in the implementation of policies on HR processes, working conditions, performance management, equal opportunities, absence management and disciplinary procedures.
- 16) Assist as directed, in driving the training plan agreed to by senior management.
- 17) Attend and contribute to training needs analysis meetings and assist, if and when requested, in mapping out, designing and formulating development plans for teams and individuals.
- 18) Be responsible for organizing, coordinating and overseeing all training programmes.
- 19) Maintain records of employee participation in training and development programmes.
- 20) When requested, compile and present information about the training provision at MCAST.
- 21) Help develop constructive and cooperative working relationships with colleagues in the HR department and with staff members working in other MCAST departments.
- 22) The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.