

JOB DESCRIPTION

Position: Head of Human Resource

Reports to: APAC HR Manager and Fabrication Director

Job Summary:

The Human Resource Manager is to develop and implement HR strategies and initiatives aligned with the overall business strategy. Will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Comply with all NOV Company and HSE procedures and policies.
- Handling Human Rights.
- Handling grievances including sexual harassment grievances

Responsibilities and Duties

- Working with top management for grow and strategize the HR department to support the organization
- Ensuring top performance for HR to increase productivity of the company
- Managing the HR team and overview the end-to-end HR process
- Serve as a strategic partner to business leaders and provide guidance on HR-related matters
- Develop and implement HR strategies that align with business objectives
- Manage and oversee employee relations, including conflict resolution, performance management, and employee engagement
- Conduct training for Managerial level, finalize training need analysis and evaluate the training plan on the effectiveness.
- Design and implement a comprehensive Succession Plan strategy to identify and develop internal talent for key roles.
- Work closely with department heads to create a talent pipeline that aligns with the company's long-term goals.
- Ensure compliance with local labour laws and regulations
- Partner with HR Centre of Excellence (CoE) to deliver HR programs and initiatives
- Coach and mentor managers on HR best practices
- Contribute to HR-related projects and initiative

Qualifications:

- Graduated with Bachelor degree any Major
- Good command in English (Speaking and writing) is required. Excellent communication skills (oral and written)
- Minimum 5-7 years in the managerial role
- Experience in developing and implementing HR policies, procedures and systems
- Ability to prioritize and deal with competing demands.
- Excellent organizational, interpersonal and communication skills.
- A team builder with excellent people skills