



EXTERNAL ADVERTISEMENT

EMPLOYEE RELATIONS & WELFARE OFFICER

Job Summary

Reporting to the HR Manager, the job holder will be responsible for assisting in the development and implementation of Employee Relation (ER) strategies, programs and policies which promote productive and positive relationships between managers, employees, and co-workers by helping to prevent and resolve issues between individuals.

Key Tasks and Responsibilities

1. Develop and modify ER & Staff Welfare policies and procedures; conduct training, manage and coach a team of ER & Staff Welfare professionals.
2. Act as an advisor to the various stakeholders on employment legislation, union matters and all matters pertaining to employee relations.
3. Develop, plan, and implement staff welfare programs and initiatives in accordance with the Society policies for purposes of enhancing positive employee relations climate that will improve productivity.
4. Actively managing Occupational Safety & Health in the workplace.
5. Participate in Recruitment and selection, performance management, grievance management among other HR processes.
6. Actively participate in Employee Assistance Programs to enhance employee overall wellness.
7. Prepare, monitor, and control Employee welfare budgets to ensure effective cost control.
8. Manage staff medical cover and respond to staff medical concerns.
9. Ensure implementation of long service awards and retirees awards in accordance with the HR Policy.
10. Under the guidance of the HR & Admin Manager, maintain relationships with internal/external stakeholders/customers, and Functional Heads.
11. Assist in taking proactive measures, based on internal data, changes in employment law, and ER company policies, to ensure education is provided to the appropriate audiences with the goal of minimizing legal risk and preventing the unfair treatment of employees.
12. Contract management for all staff, preparing contracts and other staff letters.
13. Records Management, ensuring proper documentation and record keeping.

Qualifications

- Bachelor's Degree in HR, Psychology, Business, or related field
- 5 years of experience in Employee relations environment
- Post Graduate Higher Diploma in HR.
- Member of IHRM in good standing.
- Excellent working knowledge of MS Office, specifically MS Excel and MS PowerPoint

- Strong analytical, problem solving, critical thinking and organizational and advanced computer skills.
- Good coaching and mentoring skills.
- Knowledge of Labor /Employment law and its practical application.
- Knowledge of current trends and best practice of employee involvement and industrial relations.
- Experience of administering and managing employee medical benefits plan and welfare services.

Qualified applicants should apply on or before 5pm on Sunday, 14th July 2024 using the link provided in the Society's website.