

	Gujranwala Waste Management Company (GWMC)	Issue Date: 26 th Jan, 2015
	<u>Job Description of Assistant Manager HR</u>	Policy Ref # JD/HR/AM Revision # 00 , dated: Manual: Part of Human Resource

Reports To: Manager HR

Department: Human Resource

Location: Head Office

Responsibilities:

- To process Transfer & Promotion Cases.
- To process Re-Instatement Cases.
- To processing Warnings-show cause-investigations-disciplinary sanitary field staff.
- To processing Resignation-termination-final settlement-clearance sanitary field staff.
- To new Hires Work Charge/Contractor.
- Conduct exit Interviews of Head Office staff and Sanitary Staff.
- To manage leave Cases field staff.
- To prepare overall Summary of GWMC / Contractor workers.
- To prepare Summary for Approval of Work Charge Staff.
- To administer HRIS and provide technical (IT related) assistance to HRIS users in the organization.
- To conduct HRIS audits on fortnightly basis to report data and user related problems and to generate ERP queries as per requirements.
- To conduct TNA and to make necessary arrangements for capacity building of employees.
- To maintain Human Resource development strategies/policies.

Qualifications, Experience & Skills:

- Minimum sixteen (16) years of qualification in the field of Business/ Public Administration (Specialize in HR)/ Masters in Human Resource from an HEC recognized university
- Minimum 3 years of diversified experience in Human Resource Management in a well-established and renowned public/private organization.
- Should possess good employee dealing / customer relationships management skills.
- Familiar with Pakistan labor laws, Employment policies & procedures.
- Experience with HR operational issues with a strategic and a tactical, hands on approach.
- Excellent Time Management, Planning, Organizing, Problem Solving and Conflict Management.