

VACANCY

HEAD, HUMAN RESOURCE

1 position (2 years Contract – renewable based on performance)

Overall Responsibilities:

Reporting to the Head of Company, the Head of HR is responsible

- Plan, oversee, implement, and drive the overall HR strategic, operational tasks and initiatives including to adhere to organizational policies and procedures, governance and compliance with related laws and regulations.
- Oversee and lead the execution of the HR Strategy and core areas of the HR department including Recruitment, Employee Relations, Performance Management, Workforce Administration, Employee Engagement & Retention, Talent Management, Succession Plan, Organization Development, Compensation Payroll, Reward and Recognition, Training and Development, Industrial Relations as well as maintaining and improving HR systems and management of the HR budget.

Duties & Responsibilities:

- Responsible for PBLT's overall strategic plan, and ensure the HR function provides efficient and effective support to the Company to meet its performance objectives.
- Designing and evaluating career paths, overseeing all HR functions and crafting strategies that meet our business goals.
- Provides advice and input to the Company's senior management and the Board of Directors on key HR matters and regulations for strategic decision making.
- Advice and update the Leadership team and Board on the latest industry developments, trends, best practices, and regulations impacting HR, so as to ensure the Company can make timely decisions of required changes.
- Leads the long-term strategy and annual business planning for HR.
- Oversees the roll out of key HR and talent initiatives, including developing talent capability, reinforcing a performance culture, fostering the Company's core values.
- Review of key HR programmes, including manpower planning, talent acquisition, talent management and development, and as well as performance and reward management.
- Builds and maintains collaborative relationships with other Departmental heads and teams to ensure internal clients' business needs are met and supported.
- Evaluates and seeks to improve HR's operational efficiency and effectiveness by soliciting feedback from internal, and external clients where required.
- Oversee salary and compensation structure. Lead and guide in setting employee compensation rates and making sure the organization stays competitive with pay, bonuses and benefits.
- Manage company culture via planning and driving policies and initiatives related to employee engagement, perks, recognition and wellness program
- Oversees and manage all IR matters, labour disputes, grievances and other disciplinary matters
- Work with related department to align and facilitate employees, KPIs and performance management in line with Company's business targets.
- Ensure salary, rewards and benefits are manageable and affordable to the Company's OPEX and align to market practice and regulations.

Position Requirements:

- Possess a minimum Degree in any related field from a recognised university.
- Between 12 to 14 years of experience in Human Resource/Human Capital area, with at least 5 years in a senior leadership role.
- Excellent knowledge and exposure in compensation, rewards, performance management, organization and learning development.
- Hands on in HR operations and system management
- Strong written and spoken communication skills, able to present, prepare proposal, board papers and analyse HR related data
- Strong leadership skills in building a high-performing organisation and collaborative culture.
- Proven analytical, conceptual thinking, problem solving and planning skills.
- Good interpersonal and communication skills in Bahasa Malaysia and English.
- Independent, proactive and able to work with minimum supervision.

Interested applicants are invited to send CV via email to humanresource@pblt.com.my latest by 10 September 2023.