



POSITION DESCRIPTION

Job Title : Executive, Human Resource
Reports To : Manager, Human Resource
Department/Branch : Human Resource Department
Effective Date : Immediately

Duties and Responsibilities:

- To deal with immigration and work requirements for locally employed staff and staff seconded from RCSI, Ireland.
- To liaise with personnel from the Ministry of Higher Education and other appropriate bodies in order to obtain permissions required for employment with the University.
- Planning, and sometimes delivering, training, including inductions for locally employed staff and staff seconded from RCSI, Ireland
- To prepare claims and honorarium for Guest Lecturers and clinical teachings
- To prepare monthly attendance report for all employees
- To prepare panel clinic medical card for new employees
- To assist in verifying employees claims
- To assist in preparing of complex reports, letters, proposals, presentations.
- To monitor the medical and hospitalization benefits and updating employee's medical claim records.
- To assist HR section in the recruitment process which includes the scheduling of interviews.
- Process new hires, terminations, transfers, promotions, leave of absence and existing employee changes related to payroll.
- To manage filling of HR documents and maintenance of records and filling system for smooth and efficient data retrieving.
- To undertake additional duties as assigned by the Manager.

REQUIREMENTS:

- The post holder must have at least 2 years of HR experience.
- At least a Diploma or equivalent in Human Resource Management.
- Experience of the Higher Education and/or Health sector may be an advantage.
- Must have good knowledge of immigration and Ministry of Higher Education (MoHE) regulations.

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.



PERDANA UNIVERSITY (KPT/JPT/DFT/US/B31)

- Must possess a sound working knowledge of national employment law and best practice.
- Strong interpersonal and influencing behaviour.
- Excellent communication skills.
- Exceptional organisation and time management skills.
- Willing to travel.

APPLICATION PROCEDURE:

- Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
- Kindly forward the above details to hrrecruitment@perdanauniversity.edu.my