



Vacancy at the Asia-Europe Foundation (ASEF)

Title	Human Resource Executive
Department	Human Resource Department
Type of Position	1 Year Contract (renewable)
Estimated Starting Date	April 2019
Deadline of Application	25 March 2019

About the Position

The HR Executive is responsible for supporting, coordinating and administering a full spectrum of HR programs and activities which includes workforce planning, talent acquisition and development, reward and recognition and ER/IR.

Key Accountabilities

1. Recruitment

- Conduct, monitor and be involved in the recruitment activities for all employee, including internship categories including but not limited to:
 - Screen and upload the Call for Applications onto ASEF website & social media in coordination with the Communications Department as well as create job files on ASEF Connect.
 - Handle interview scheduling and participate in joint interviews for non-managerial positions with Heads of Department to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria.
 - Develop contacts and network that will aid in the recruitment such as recruiting agencies, colleges, alumni, etc.
 - Handle employment process & documentation, including pre- and onboarding, contract signing and extension, reference and background checks, orientation, probation review, check-in and check-out process.

2. Compensation & Benefits

- Assist with the monitoring of the organisation's and salary structure and the variable pay systems including merit increments, promotion and bonuses.
- Provide competitive market research and prepare pay studies to help establish pay practices and pay bands that help to recruit and retain employees; participates in data collection for salary survey.
- Handle payroll in coordination with the payroll vendor and Finance including giving instructions to payroll vendor on payroll changes, verifying payroll information for tax clearance and arranging bank transfer and cheque requisition with the Finance team.
- Provide day-to-day benefits administration services such as leave administration in HRiQ.
- Recommend changes in benefits offered, especially new benefits.
- Administer employee benefits insurance enrolment.

3. Training & Development

- Assist with the implementation of the performance management system that includes performance development plans and employee development programs.

- Assist with the establishment of an inhouse employee training system that addresses the organisation's training needs including training needs assessment, new employee orientation or onboarding, management development, the measurement of training impact, monitor training budget and maintain employee training records.

4. Employee Relations

- Assist with the development of HR policies for the Foundation with regards to employee relations.
- Partner with HR Director to communicate HR policies, procedures, programs and laws.
- Participate in the conduct of investigations when employee complaints or concerns are highlighted.
- Provide support to advise managers about the steps in the progressive discipline system of the company.

5. Organisation Development

- Assist the HR Director with carrying out a company-wide process of organisation development activities that addresses issues such as succession planning, workforce development, key employee retention, organisation design and change management.
- Assist with employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, employee focus groups, one-on-one meetings and intranet use.
- Help to monitor the organisation's culture so that it supports the attainment of goals and promotes employee satisfaction.
- Participate as a member of any organisation-wide committees.

6. Development of the HR Department

- Assist with the development and administration of programs, procedures and guidelines to help align the workforce with the goals of the organisation.
- Participate in the development of HR goals, objectives and systems.
- Assist to establish departmental measurements that support the accomplishment of the organisation's goals.
- Assist with the monitoring of an annual budget.

7. HRIS

- Maintain employee records in personal file and HR system accurately and in a timely manner
- Examines people data and performance, reporting on progress and recommending corrective action as needed.

Education & Experience Requirements

- Bachelor's degree or equivalent in HR, Business, or Organization Development or equivalent.
- Min 7 years HR experience.

Key Competencies

- Display strong knowledge of Singapore Employment Act.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- Display good listening, writing and speaking skills, with logical arguments to meet the needs of different people/audiences
- Organise own work over weeks and months, taking account of priorities and the impact on HR Director

- Review available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.
- Monitor and control an agreed people budget within a defined area, analyses and contributing to planning.
- Work as an advanced practitioner in the use of office software and social media platforms.
- Has track record of identifying and highlighting risks and suggesting mitigating actions.

Remuneration

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits.

How to Apply

To apply for this position, please submit the followings documents:

- Cover letter detailing the qualities/contributions that you would bring to ASEF
- Curriculum vitae with your contact details and nationality, highlighting your education, work experience, and other qualifications related to the job requirements
- Contact details of 2 referees who can comment on your recent work in a professional capacity; please mention the capacity in which you know them

Please send your application by email with the subject **"HRE/201902"** to hr@asef.org by **Wednesday, 25 March 2019**. As ASEF receives a large number of applications, we seek your understanding that only shortlisted applicants will be contacted via email.

ASEF is an employer who agrees not to discriminate against any employee or job applicant because of race, colour, religion, sex, physical or mental disability, or age.

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