



TARTOUS CONTAINER TERMINAL Job Description – Human Relation Manager

JOB TITLE:	Human Relation manager
LOCATION:	Human Relation Department – Tartous Container Terminal, Syria
WORK SCOPE:	To manage and monitor all aspect of the Human Relation functions in the organization. Specifically the HR Manager is responsible for manpower planning, recruitment, budgeting, staff training, career planning, payroll, performance management, compensation and benefits.
SUBORDINATES:	A team of HR staff varying in number according to requirements and growth of the organization
REPORTING TO:	General Manager
ACADEMIC QUALIFICATIONS:	Graduate of Bachelor's degree in Human Relation, other Social Sciences or any equivalent discipline
EXPERIENCE:	Minimum of five (5) years experience in similar role. Must have knowledge of local behavior, work practices and should have the feel for sensitive issues relating to the labor. Knowledge of Syrian Labor Laws (employment law and procedures). Computer proficient – MS Office (Word, Excel Power Point, Visio, Outlook) and Internet
SPECIALIST KNOWLEDGE:	Organizational Development Manpower Planning and Acquisition Compensation, Benefits and Welfare Administration Industrial Counseling Personnel Action Training and Development Labor Relation, and Human Resource Information System
MEDICAL	A degree of physical fitness required. Good Vision – correction aids acceptable. No color blindness. No fear of working at any shift. No history of mental conditions.
JOB CONTENT:	<p>A. Organizational Development</p> <ol style="list-style-type: none"> 1. Defines the objectives and structure of the company, formulates its plan, implements the scheme and develops one that is appropriate and applicable in the future. 2. Provides adequate human and material resources and makes full use of them. 3. Plans the arrangements and sequence of work to bring about the accomplishment of tasks in logical order, accurately, promptly and economically. 4. Establishes and maintains an internal environment in which the employees, working together in groups can perform effectively and efficiently toward the attainment of the Company's goals. <p>B. Manpower Planning and Acquisition</p> <ol style="list-style-type: none"> 1. Establishes and disseminates the company's policies and procedures for manpower, planning and staffing. 2. Formulates the recruitment plans based on the annual manpower forecast by each department or section. 3. Institutes effective techniques and processes to identify qualified candidates. 4. Ensures the placement of successful candidates on the job within a specified number of days from the date of requisition. 5. Ensures the newly hired employee's immediate effectiveness during the initial period of

their employment through their proper integration in the job and the work environment.

C. Compensation, Benefits and Welfare Administration

1. Ensures that the employee salary rates are comparatively fair with the community or the industry standard.
2. Ensures that the employees will receive equitable salary on the basis of the value of their job responsibilities and their contributions to the objectives of the Company.
3. Ensures that appropriate salary action is taken in relation to personnel action such as hiring rate, promotion and reclassification increases, general salary adjustment and other forms of salary movements.
4. Ensures the provision of fringe benefits that are attuned to the needs of the employees and are comparatively favorable with other companies.
5. Formulates and provides programs and/or activities to promote the well-being of the Employees and ensure their physical safety and security in the Company.

D. Industrial Counseling

1. Provides an efficient communication process that will encourage the exchange of views between the Management and the Employees. Imparts to Employees' significant developments or activities within the Company with the end in view of motivating the Employees.

E. Personnel Action

1. Formulates, reviews and updates personnel policies and procedures.
2. Ensures the effective implementation of the existing policies, practices and procedures through constant advice or counsel to the Employees.
3. Ensures that any recommendation and/or approval of personnel action are initiated as premised on prior advise or counsel with the Personnel Administration.
4. Develops and prescribes forms to ensure conformity of personnel action to policies and proper documentation.

F. Training and Development

1. Designs the training and development program based on the identified and/ or analyzed training needs of the Employees.
2. Establishes off the job and on-the-job methods of training and development in accordance with the identified needs of the Employees.
3. Ensures the effective implementation of the program is carefully managed to optimize learning.
4. Evaluates the results of a program to determine its effectiveness.
5. Establishes and disseminates policy and procedures for training and development.

G. Labor Relations

1. Maintains a continuous communication between the Employees and the management focusing on issues or situations in the work environment that may give rise to conflict or problems.
2. Ensures that grievances are restrained or minimized and resolved expeditiously to the satisfaction of both parties.
3. Ensures effective and efficient negotiations over the Collective Bargaining agreement (CBA) to satisfy the interest of both the Management and the Employees.
4. Ensures that the CBA provisions are effectively disseminated and implemented.

H. Human Resource Information System

1. Formulates, maintains and reviews in accordance with the Company's growth an organizational chart where the structure of the Company may be visualized as a whole, every department and/or section or function is properly related to the rest and any weakness may be corrected.
2. Formulates an effective method for acquiring information, such as the Employee's status, conduct, development, work condition, and other personnel and employment-related matter derived internally or externally which are monitored and compiled in systematic recording.
3. Establishes and a performance appraisal system whereby the Employees are to be evaluated and rated as to the merit of their performance, their progress and their

	<p>potential.</p> <ol style="list-style-type: none">4. Provides updated information and ensures that such records are current and functional when retrieved for immediate reference.5. Ensures an effective and efficient dissemination to users of information, which comes in a form of interpreted data to be able to help them arrive at a sound decision.6. Prepares the budget of HRD.7. Reviews the monthly budget variance and monitors the monthly budget for cost control effectiveness.
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