



	Job Description	Date	
		Revision	
Job Title: HR supervisor			
Department : HR		Reports To : Admin & Finance Manager	
Job Summary: Plans, coordinates and directs the activities involved in the research, development, implementation and maintenance of programs for the recruitment, selection, testing, and training of employees.			
<p>Primary Duties and Responsibility:</p> <ol style="list-style-type: none"> 1) Develops, implements, administers and modifies employment services procedures and systems to meet management needs and state and federal requirements and to enhance operations and services. Provides technical assistance to other personnel in implementing new or modified programs and/or systems. 2) Selects, plans, assign, supervise and evaluate the work of subordinates. 3) Identifies and solves administrative problems which hinder effective and efficient operations. 4) Studies, analyzes and evaluates human resource-related issues/matters; documents findings and formulates recommendations. 5) Develops and validates exams used for employment entry and promotion. 6) Provides consultative expertise to departmental managers and supervisory personnel concerning disciplinary problems and interpretation and enforcement of rules and procedures. 7) Evaluates positions and prepares analysis and recommendations of salary and fringe benefit data. 8) Reviews and updates policies and manuals. 9) Provides training in related areas and coordinates special projects. 10) Assists in the preparation of appeals for the Merit Commission. 11) Establishes long and short-range goals and objectives concerning employment services activities. 12) Directs related administrative activities including gathering of performance indicators, reports and correspondence. 13) Prepares and presents oral and written reports and responds to requests for information. 14) Maintains awareness of current issues in the human resources field. Attends professional conferences as assigned. 15) Performs special assignments as requested. 			
<p>Other skills and competencies: Should be fluent in English & Leading personality</p>			
<p>Work Experience At least 6 years experience as a HR Supervisor in servicing providing organization Middle East experience is an advantage.</p>			
<p>ACADEMIC EDUCATION: Minimum Graduation level.</p>	<p>CERTIFICATIONS: Diploma</p>	<p>LICENSES: Preferred</p>	
<p>TRAININGS:</p>	<p>WORK CONDITIONS: Can work under pressure.</p>		



	<p>OTHER REQUIREMENTS: AGE: MINIMUM – 25 years old MAXIMUM – 40 years old DRIVING SKILLS: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Physically strong and healthy.</p>	<p>COMPUTER KNOWLEDGE: Microsoft Office, preferably word and Excel spread sheets, E-mails and other Window-Based applications.</p>
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