

## JOB DESCRIPTION

### BASIC INFORMATION

<b>Position Name</b>	HR Coordinator		
<b>Function</b>	People, Culture, & Technology	<b>Job Code</b>	
<b>Department</b>	People		
<b>Section</b>	People	<b>Location</b>	Muscat
<b>Reporting To (Functional Title)</b>	People Manager		
<b>Number of Direct Reports</b>	N/A		



### ROLE PURPOSE

To adhere to the HR policies and procedures and carry out day-to-day HR activities to ensure that the People department works smoothly and efficiently.

### ACCOUNTABILITIES AND RESPONSIBILITIES

#### 1. Talent Acquisition Support

Filter CVs according to job requirements and support the Talent Acquisition team as needed in order to ensure a timely process which is conforming to the HR Policies & Procedures.

#### 2. Talent Development Support

Provide support in the preparation of the Training Program by sending out and following up on Training Needs Analysis (TNA), providing recommendations based on results, searching for suppliers, supporting in their assessment, and support coordination.

Follow up on Personal Development Plans (PDPs) to make sure that team members are working on their development and analyse results to provide the related trainings accordingly.

#### 3. Performance Management Follow Up

Follow up on the performance management process by informing related functions of the process and explaining the steps, reminding them of expected deliverables and their timelines, etc. in order to ensure a timely, accurate, and fair performance management process.

#### 4. Employee Wellbeing and Engagement Support

Support recognition schemes and recommend/formulate action plans and employee engagement activities to support employee wellbeing and engagement across the organisation.

#### 5. People Department Support

Support the People department in all its initiatives, by updating the organisational structure as needed and organising soft and hard copies of files and documents to ensure completeness, validity, and accessibility of recorded information.

Participate in specific projects allocated by superiors, within set terms of reference and defined processes, ensuring all directives are undertaken.

Input data and produce reports in a timely and efficient manner to ensure that information is available to support HR processes and management decision-making.

#### 6. Communication Support

Support the Culture department in its communication strategy by formulating written communication, following up on Communication initiatives, and coordinating with related parties to ensure that set deadlines and targets are met and reflect the most positive image of the company, both internally and externally.

#### 7. HR Manual Update

Develop a thorough understanding and appreciation of HR procedures and methodologies to ensure preparedness to undertake role responsibilities.

Review HR processes, recommend improvements, and implement them and review and propose alterations to the HR Manual to make sure it is comprehensive of all HR policies and procedures.

#### 8. Policies & Procedures

Comply with the implementation of departmental policies and procedures, to ensure that all relevant procedural and legislative requirements are fulfilled.

#### 9. Health, Safety & Quality

Comply with all relevant health, safety, and quality requirements, in order to guarantee employee safety and legislative compliance.

#### 10. Continuous Improvement

Contribute to the identification of opportunities for continuous improvement of systems, processes and practices taking into account 'leading best practices', improvement of business processes, cost reduction and productivity improvement.

### COMMUNICATION CHANNELS

Internal	External
<ul style="list-style-type: none"><li>People Manager</li><li>People Team</li><li>All Departments</li></ul>	<ul style="list-style-type: none"><li>Vendors/Suppliers</li><li>Consultants</li><li>NGOs</li></ul>

### ROLE REQUIREMENTS

#### Educational & Professional Qualifications and Experience

##### Minimum Qualifications:

- Bachelor's Degree in Human Resources Management or Business Administration
- Proficiency in English and Arabic is a must

##### Minimum Experience:

- N/A

#### Skills and Competencies

- Generic Skills:** Communication skills, Computer literacy (ERP), Microsoft tool (Excel, PowerPoint, Word)
- Job Specific Skills:** Attention to details, Accuracy, Punctuality, Flexibility, Adaptability, Proactiveness, Results/Target Oriented, Teamwork, Strong sense of Aesthetics, Eager to learn, Self-Development, Operational Efficiency, Customer Centricity, Resourcefulness, Analytical skills, Knowledge of HR components
- Behavioural Competencies:** People Centricity, Collaboration, Integrity, Professionalism, Agility, Innovation

**Disclaimer:** The content of this job description is aimed to illustrate a general description of the respective job and is not to be construed as entirely comprehensive.