



## Job Purpose

- The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including employee relations, talent acquisition planning, hiring and interviewing staff, performance management, administering pay, benefits, and leave, and enforcing company policies and practices
- Ensure organization's compliance with KSA regulations.
- Partner with management to ensure strategic HR goals are aligned with business initiatives.
- Develop, Sustain and Maintain secure and accessible HR systems and processes.



## Duties & Responsibilities

- Support departments in developing and delivering strategic HR plans that fit with the overall business direction.
- Develop and champion the talent acquisition process ensuring the best candidates for any roles are made available to the management team for interview and selection.
- Provide the leadership and initiatives to grow and develop the organizations talent base by building a base of core competencies - identifying ways to optimize capability and opportunity of talent.
- Develop and champion the onboarding process by ensuring that it's high-quality, up to date and provides clarity and connection for employees so their roles serve the overall business vision.
- Maintain management guidelines by preparing, updating, and recommending human-resources systems, policies and procedures.
- Build strong relationships with external suppliers, fostering trust and promoting collaboration.
- Handle confidential matters with discretion.
- Promoting corporate values and shaping a positive culture.
- Ensure job descriptions are standardized, maintained and compliant with all KSA regulations.
- Develop training materials and performance management programs in conjunction with Training & Competency Department, to help ensure employees understand their job responsibilities.
- Investigate employee issues and conflicts and bring them to resolution.
- Use performance management tools to provide guidance and feedback to the team.
- Ensure all company HR policies are applied consistently.
- Maintain company organization charts and employee directory.
- Provide support and guidance to HR staff.
- Design and implement employee retention strategies.



## Safety & Compliance

- Adhere to all Saja Energy Company QHSSE policies and procedures.
- Adhere to all Customer QHSSE policies and procedures.
- Contribute to safety meetings & culture.
- Report task specific and area risk assessments.
- Develop and maintain procedures and work instructions ensuring full compliance to HSE and quality expectations.
- Train and develop in accordance with defined training structure and competency system.



Job Title:	Human Resources (HR) Manager
Reports To:	Business Administration Director
Location:	KSA
Department:	Business Administration (HR)
Travel Required:	Yes (Occasional)
Position Type:	Ful Time



## Finance

- Create a compensation strategy for all employees based on market research and pay surveys
- Conduct performance and salary reviews
- Analyze trends in compensation and benefits



## Knowledge, Skills & Experience

- 5 + years' experience in HR Management
- Thorough understanding of HR policies and procedures.
- A bias for process discipline and an established track record of executing to plan and achieving results
- Excellent communication, interpersonal and organisational skills
- Able and willing to push through constraints in an engaging and collaborative manner



## Education & Training

- CIPD certification is an advantage
- Bachelor's degree (or equivalent) in human resources or related field
- Strong understanding of national laws related to HR



## Personal Qualities

- Connects easily with people and has a detail-oriented mindset for handling the dynamic nature of today's workforce.
- Must possess effective leadership and assertiveness skills as well as proficient communication skills, both verbal and written.
- Strong creative and analytical thinking.
- Self-motivated and can-do attitude.
- Committed person with a flexible attitude to work patterns
- Good team player that has worked in a multi-functional environment
- Function effectively under pressure throughout busy periods
- Availability for travel as necessary.
- Ability to handle data with confidentiality