**TOR for HR Manager**

* Carrying out recruitment of direct and indirect employees as per role specifications and agreed timelines.
* Coordinate with Direct staff in personnel administration including hiring, promotions, performance and review, transfers, demotions, suspensions, layoffs, and dismissals.
* Vetting candidates prior to appointment, through reference checks and antecedent verification clearance from the police.
* Working towards improving direct staff retention rate.
* Issuing appointment letters and contracts of employment
* Preparing the personal files of new joinees
* Conduct induction and orientation programs for new joinees
* advice and support employees on company benefits
* Hearing and resolving employee grievances and counselling them, taking remedial measures to resolve grievances
* Ensuring adherence to labour laws as prescribed by the Government.
* Implementation of new HR  policies, procedures and processes
* Establishing a positive employer-employee relationship to promote a high-level of employee morale, motivation and performance
* Updating job requirements and job descriptions for different positions.
* Conducting and analysing exit interviews; recommending changes.
* interact with client representatives to carry out quality assurance checks
* Collection of Manpower report from all the regions and monitor absconders
* Monitor and report on HR issues to management
* Lead and direct the Human Resource team to deliver a comprehensive HR service to the business.
* Preparing Payroll
* Uniform Stock
* Present when disciplinary hearings are held
* Finalizing paperwork for when a member of Staff leaves employment
* Making sure that all employee records are accurate and well maintained
* Preparing and issuing employment contracts to new employees
* Carrying out other duties as assigned by the Company Head.