

Terms of Reference for Asst. Human Resource Officer

Area	Responsibilities (including but not limited to)
Overall	<i>Undertake all or most of the following functions in the context of regular employees / non-teaching staff and day to day operations of the HR office.</i>
Recruitment, Hiring & joining procedure	<ol style="list-style-type: none"> 1. Write up Vacancy adverts, compile ToR, etc. and posting on media (Print, Social media, etc.), website in reaching out to potential job seekers and attend to all enquiries for all vacancy ads. 2. Compile & summarize applications received for shortlisting. Coordinate interviews and selection process, reference calls, communication of results and all related matters. 3. Job offers, appointments and coordinate logistics & answer enquires for new recruits (office spaces, stationeries, info on transportation, housing, permits, etc.) under supervision of the HRO. 4. Carry out joining procedure for all staff positions and assist joining procedure for Faculty positions: update employee personnel records, facilitate Bank a/c, TPN, PF, Employee ID cards, email ID, introductions & lunch, intro email, update in the HR information system / database, profile on website, etc. 5. Assist the HR Officer in arranging induction program for new recruits.
Attendance and Leave Records	<ol style="list-style-type: none"> 1. Tracking daily attendance and periodic reporting of attendance records in accordance to organizational rules and regulations. 2. Tracking employee leave records: leave accruals, leave forms, compilation, monthly attendance & leave reporting for payroll, processing leave approvals for other categories of leave, ensure compliance with Leave rules & regulations, etc. under guidance of HRO as relevant. 3. Annual Leave: calculation of leave balances, liaising with various offices, staggering, compilation, carry forward of balances, withdrawal of leave, reporting, etc.
Benefits Administration & routine HR affairs	<ol style="list-style-type: none"> 1. Tracking probation & following up on timely assessments, regularizations, etc. 2. Student employees: appointments, regularization, terms and conditions of service, etc. 3. Assist processing of benefits on joining, on conclusion of probation, contract completion, renewals, etc. in accordance with terms and conditions of service/contracts 4. Processing/assist in processing annual increments, promotions, contract renewals, sanctions, filling up forms, etc. as per respective cycle & duration. 5. Update personnel information along with relevant documents in the HR Information Management System / database, etc.
Separation Procedure & Others	<ol style="list-style-type: none"> 1. Intimate the next steps of separation procedure upon acceptance of resignation and coordinate accordingly: clearance forms, exit interviews, deactivation of emails, relieving orders, closing of bank a/cs, etc. 2. Processing repatriation benefits & entitlements, full and final settlement, coordination of parting logistics: farewells, handing over of apartments, surrendering of work permits, etc. 3. Assist supervisors in preparing orders/memos, requisitioning, PMS forms, TA/DA claims, etc. 4. Any other tasks as and when assigned.

Reports to : HR Officer