

<b>TIMOR GAP, E.P.</b>	<b>MANAGERS</b>
	<b>JOB DESCRIPTION</b>
Position	: Human Resource Manager
Job Category	: SP (Senior Professional)
Location and Department	: Dili
Reporting Relationships	: Refer to Organization Chart of TIMOR GAP, E.P.
Position line reports to	: Director of Corporate Service
Position line reporting to it	: Refer to Organization Chart of TIMOR GAP, E.P.

## 1. ROLE SUMMARY

Human Resource Manager is responsible for the operational delivery of HR services and support to staff. The HR Manager will work with the Director of Corporate Service to identify, develop and implement solutions across a range functions including workforce planning, evaluating employee relations, performance management and staff development. Oversee HR function as it relates to employee compensation and benefit administration, personnel record-keeping, training and employee development and compliance with HR laws and regulations. The role has the responsibilities for working with all to develop a positive organisational culture, aligned with the Company's values and which foster accountability, innovation and continuous improvement. Act as a key driver and leader in ensuring the effective development and implementation of HR strategies, policies and procedures to support HR best practices and specific HR strategies required to build capability.

## 2. KEY OBJECTIVES

- 2.1. Provide human resource management support and advice to Directors, Managers and Employees in TIMOR GAP on the application of employment, benefits and workers compensations laws and regulation, and TIMOR GAP's polices in the context of hiring,

discipline, employment termination, training, leave, equal opportunity and other human resources issues;

- 2.2. Coordinate training of TIMOR GAP Employees to meet the TIMOR GAP's operational objectives;
- 2.3. Open and available to discuss human resources matters with the entire workforce;
- 2.4. Prepare and maintain accurate records, files and reports, including responsibility for maintaining personnel records;
- 2.5. Organise and work independently on multiple assigned task / projects and complete assignments within specific deadlines;

### **3. DUTIES AND RESPONSIBILITIES**

- 3.1. Assist the Directors to develop and implement the Human Resource and Training Management and not limited to the Recruitment and Selection, Induction and Orientation, Leave and Entitlements and Performance Management;
- 3.2. Assist in the management of the TIMOR GAP's human resources by advising on all matters related to staffing levels, recruitment, employee management, employment conditions, salaries, performance management model, competency model, career development model, visa requirement, workplace behaviour, training and professional development;
- 3.3. Provide regular in-house training, induction and presentation on the TIMOR GAP, E.P. Policies, Competency Model and Performance Management Model and other Human Resource related matters.
- 3.4. Develop and implement human resource policies, procedures and development plan in order to facilitate point 3.2 above;
- 3.5. Responsible for working with all staff to develop a positive organisational culture, aligned with the Company's values and which foster accountability, innovation and continuous improvement;
- 3.6. Act as a key driver and leader in ensuring the effective development and implementation of HR strategies, policies and procedures to support HR best practices and specific HR strategies required to build capability;

- 3.7. Act as initial contact point for all human resources issues i.e. salary disputes, difficulties and dissatisfaction with workplace environment etc. In conjunction with relevant Director or Manager to facilitate resolution of such issues;
- 3.8. Liaise with Corporate Finance Department and Legal Department to facilitate consistent and timely employment contracts. Assist with initiation and documentation required for Employment Contracts to ensure that they are delivered to perspective employees in a timely manner and act as the contact point for any contractual issues;
- 3.9. Assist the Management and Staff by advising on the TIMOR GAP's Employment Policy related to employee's performance, behaviour and difficulties on the workplace when required;
- 3.10. Assist the Recruitment and Training Officer to identify new staff requirements, perform job analysis, organise recruitment and selection to fill vacant position, include developing job description, job advertisements, conduct screening and interviewing candidates and reference checks;
- 3.11. Develop, implement and manage a centralized recruitment process and ensure induction of all new employees is carried out;
- 3.12. Analyse wage and salary report and wage surveys to determine competitive salary rate and compensation plan;
- 3.13. Assist the Recruitment and Training Officer to coordinate the development and implementation of organisational training plan including; develop an annual training budget, training needs analysis, traineeship program, sourcing training providers, documenting a training plan for Director's approval, facilitating training delivery, and monitoring progress against plan;
- 3.14. Prepare Individual Training Review, evaluate, monitor, and consolidate the training and development program for TIMOR GAP, E.P.'s employees;
- 3.15. Maintain historical human resource records by designing a filing and retrieval system, keeping past and current records on the designated Department Folder;
- 3.16. Prepare employee termination notices and related documentation such as proper check out procedures and appreciation letter, and conduct exit interview to determine reasons behind terminations;
- 3.17. Prepare reports and recommend procedures to reduce absenteeism and turnover;
- 3.18. Perform other duties as assigned and directed by the Director of Corporate Service or Senior Management.

## **4. REQUIREMENTS**

### **4.1. EXPERIENCE**

- 4.1.1 At least 5 years of professional experience across all HR disciplines, including employment, benefits, compensation, employee relations, training and development, performance management review and conflict resolution.
- 4.1.2 Experience in developing Human Resource Management Policies and Procedures.
- 4.1.3 A detailed knowledge of Human Resources and Training issues.

### **4.2. COMPETENCIES**

- 4.2.1 Administratively competent, including liaising with departments and/or agencies;
- 4.2.2 Good understanding of sensitivities in a multi-cultural working environment;
- 4.2.3 Have well developed forward planning, analytical and strategic thinking skills;
- 4.2.4 Ability to motivate and develop mutual respect in workgroups;
- 4.2.5 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.2.6 Excellent time management, problem prevention and problem solving skills;
- 4.2.7 Work accurately with close attention to detail.
- 4.2.8 Maintain confidentiality of sensitive information.
- 4.2.9 Possess a work ethic that includes neatness, punctuality and accuracy.
- 4.2.10 Exhibit a professional and business like appearance.

### **4.3. KNOWLEDGE**

- 4.3.1 Ability to communicate fluently and effectively in English and Tetum (written and verbal);
- 4.3.2 Ability to communicate in Portuguese and Indonesian languages a plus;
- 4.3.3 A high degree of computer literacy desirable;
- 4.3.4 Experience in the Oil and Gas Industry.

### **4.4. ACADEMIC SKILLS**

- 4.4.1 University Degree in Management / Human Resources Management, Organizational Development and or Business Administration.