



DEWAN FILHARMONIK PETRONAS
KUALA LUMPUR, MALAYSIA

Senior Executive (Human Resource & Administration)

Department: Finance & Corporate Services

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

Requirements:

- Recognized university degree, preferable in Human Resource Management
- Minimum 3-5 years working experience
- Full understanding of HR value chain functions and best practices
- Familiar with HR system

Job Purpose:

Design, develop, implement, and monitor end to end Human Resource (HR) and Administrative activities covering organisational alignment, talent strategy & sourcing, talent management to support the organization in achieving its business objectives while complying with Human Resource Management (HRM) policies and procedures.

Key Accountabilities:

1. Organizational Realignment and Job Management
 - Develop and plan organization design activities comprising of structure review, positions descriptions, and job analysis to facilitate optimal manpower utilization and cost effectiveness while meeting the business requirements.
 - Develop case for change and recommendation on possible solutions for management deliberation and decision.
2. Talent Strategy and Sourcing
 - Lead the development of manpower strategy, plans & budget aligning to organisational strategy and budget allocations, working closely with all relevant stakeholders to solicit input and recommend way forward.
 - Facilitate and execute end to end recruitment activities in line with business requirement and prepare remuneration proposals for management approval in line with company policy and procedures.
3. Talent Management - Confirmation, Promotion, Mobility, Training & Development, Employee Performance Management (EPM) and Succession Planning
 - Develop plans and programs around talent management requirement in order to ensure timely execution and completion of activities to nurture high performance culture in the organisation.
 - Facilitate talent discussion and deliberation with line departments to enable timely confirmation, capability development, promotion, performance monitoring & improvement, and mobility to enhance motivation of talents.
4. Remuneration & Benefits Management
 - Lead the development, implementation and monitoring of remuneration and benefits requirement in compliance with the policies and procedures to safeguard company's interest.
 - Lead and manage procurement operations including negotiating contracting terms and conditions for the best deal technically and commercially, managing the execution of spot buy, sourcing and contract management activities to meet users' requirement and minimize interruption to operations.

5. Employee Data and Information Management

- Administer, monitor and control the consolidation, updating and maintenance of employees' data and information in HR system in accordance with data privacy and data classification requirement.

6. Employee Relations, Welfare and Industrial Relation Management

- Lead the implementation of employee relations related activities by conducting communication and engagement session to update the latest policy, guidelines, programs to promote awareness, understanding, buy-in and commitment from the staff.
- Plan and implement employee welfare related activities eg family day, recreational activities, to maintain a conducive working environment.
- Facilitate and execute disciplinary process in collaboration with relevant parties to ensure timely resolution and compliance to regulatory requirement.

7. General HR and Administrative Services

- Provide general HR and administrative services to employees on a timely manner. HR and administrative services may include confirmation of service, flight arrangement, logistic, accommodation, catering, office supplies and stationeries etc.

8. Other Duties as Assigned by the Company

- Plan and execute all other duties as assigned by the company.

Generic Accountabilities:

1. Networking and Relationship Building

- Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.

2. Good Governance

- Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.

3. Mindset, Behavior & Culture

- Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.

4. Leadership & Capability Development

- Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.

5. HSE Policies and Code of Conduct

- Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

Human Resource & Administration of Finance & Corporate Services Department

DEWAN FILHARMONIK PETRONAS

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur.

Malaysia.

Email: career@dfp.com.my

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **31 October 2023**