

## **Strategic Human Resources Management Director**

### **POSITION OVER VIEW**

The Holder of this position develops and oversees NARSS Strategic Human Resources Management by planning, developing and implementing a Human Resources Program that would embrace the full range of Human Resources activities, Processes and outcomes. Promoting and enhancing competency, effectiveness and wellbeing as a shared responsibility of NARSS and its employees.

### **KEY DUTIES AND RESPONSIBILITIES:**

Develop and implement a strategic plan by ensuring the most effective use is made of NARSS resources by focusing the resources on the key priorities. Clearly defines realistic goals and objectives consistent with NARSS mission and vision in a defined time frame within NARSS capacity for implementation.

Develops and updates HR policies covering all related activities, i.e., recruitment, job evaluation, compensation and benefits, disciplining, counseling, appraising performance, etc. based on NARSS goals and objectives, government regulations and labor legislation.

Ensures the proper interpretation and implementation of approved HR policies and procedures, and ensures staff awareness and understanding of all policies and procedures, vision, mission and performance expectations etc.

Manages the development and update of job descriptions for NARSS positions. Advises and guides supervisors on organization structure, position management and the realignment of functions within the units as necessitated by organizational or functional changes through the understanding of employees responsibilities and qualifications.

Develops and manages the implementation of a Performance Management Plan. Reviews staff appraisals to ensure proper performance and compliance with NARSS goals and objectives and job description.

Counsels NARSS personnel in areas such as career planning, employee relations, job performance problems and other related issues.

Manages NARSS hiring process starting from requesting the position, developing the job description, screening CV's, conducting interviews, correcting exams, etc., to making final recommendation for NARSS Executive President approval.

Handles and reviews disciplinary actions. Studies cases and documentation submitted to demonstrate disciplinary actions, advises supervisors and employees on procedures to be followed and takes necessary actions to alleviate the problem.

Monitors changes in the Egyptian labor law and practices and analyzes the possible impact on NARSS employees' compensation and benefits and make recommendation to the Executive President.

Develops and prepares regular and ad hoc reports and provides NARSS Executive President with necessary data and statistics relating to human resources issues in order to assist in his decision making process.

Deliverables:

- Job Descriptions for NARSS Employees.
- Develop NARSS Strategic Plan and implementation process.
- Employee Development Plan and implementation process.
- Quarterly Reports of implementation status .

**QUALIFICATIONS REQUIRED TO PERFORM DUTIES:**

**a. Education:** Bachelor Degree in the field of Human Resources Management, Business Administration, or closely related field is required. Master degree or MBA from a leading business School and diploma in Human Resources Management is preferred.

**b. Prior Work Experience:** Minimum of ten years of progressively responsible experience in the field of human resources management is required.

**c. Language Proficiency:** Must be fluent in both English and Arabic (spoken and written) languages. Possession of another language is an asset.

**d. Knowledge:** Thorough knowledge of NARSS organization and functions. Must have a comprehensive knowledge in the areas of employee relations, human resources administration and operations. Detailed knowledge of the labor law.

**e. Skills and Abilities (Technical & Behavioral Competencies):** Leadership skills and visionary. Excellent interpersonal, communication, team building, project management, people management, conflict management, analytical, problem solving and motivational skills. Must be able to explain technical material and policies to supervisors and employees in concise understandable formats.

**POSITION'S ELEMENTS**

**a. Supervision Received:** Reports directly to the Executive President .

**b. Supervision Exercised:** Direct supervision of ----- employees.

**c. Authority to Make Commitments:** -----

**d. Time Required to Perform the Full Range of Duties after Entry into the Position:** Six Months.