

STATE TRADING CORPORATION

SCHEME OF SERVICE

Post	:	Human Resource Manager
Code	:	STC 34
Salary	:	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800
Qualifications	:	<p>By selection from among candidates who -</p> <p>(i) possess a degree in Social Sciences or Management or Psychology or Human Resource Management;</p> <p>(ii) possess a Master's Degree in either Management or Human Resource Management or an equivalent qualification acceptable to the Corporation;</p> <p>(iii) reckon at least 5 years' post-degree experience at supervisory level in the Human Resource Management field;</p> <p>(iv) have excellent leadership, communication and managerial skills; and</p> <p>(v) effective communications and interpersonal skills</p> <p>Candidates should produce written evidence of any experience claimed.</p>
Responsible	:	To be responsible to the General Manager for the efficient and effective management of the Human Resource Function and Division of the Corporation.
Duties	:	<ol style="list-style-type: none">1) To formulate human resource management policies to promote the Corporation's objectives and organisational effectiveness in alignment with the overall strategy;2) To develop strategies and procedures for recruitment, training, promotion, transfer and manpower forecast;3) To develop appropriate compensations and reward system;4) To undertake, analyse and update training needs, develop and implement training strategies for manpower development;5) To establish systems and procedures for an effective performance management system;6) To develop effective communication strategies and systems for the attainment of corporate objectives;

- 7) To formulate industrial relations policies for harmonious management/unions relations;
- 8) To advise and assist management in the handling of labour matters and represent the Corporation on industrial tribunals and courts;
- 9) To formulate and administer welfare strategies and policies;
- 10) To develop systems and procedures for the compilation, dissemination and maintenance of personnel statistics and records;
- 11) To ensure, with the collaboration of the Safety and Health Officer, the promotion of occupational safety and health at the workplace as regards risk assessment, accident prevention, safety and health awareness and general well-being;
- 12) To monitor and supervise team members;
- 13) To review employees' performance and contribution;
- 14) To use ICT in the performance of his duties;
- 15) To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Human Resource Manager in the roles ascribed to him.

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