

## Vacancy Announcement

### Manager, Human Resources

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice.

Webpage Link for more details: <https://bracjpgsph.org/career>

BRAC JPGSPH is looking for a Manager, Human Resources, for the school.

#### **Purpose:**

The incumbent will support the Dean and Deputy Dean in providing talent acquisition leadership, HR policy development and implementation for the JPGSPH. S/he will provide oversight and guidance to the development and monitoring of processes related to staff recruitment and retention, compliance, compensation, benefits, training and development.

#### **Key responsibilities:**

##### **Strategic Responsibilities:**

- Revise and modify the human resources strategies of the JPGSPH in alignment with BRAC University strategy.
- Contribute to the development of policies and procedures, ensuring alignment with relevant regulations and standards, and the implementation of the strategy, policies, and procedures.
- Ensure staff evaluations are carried out timely, and in consultation with project heads, recommend performance improvement plans.
- Assess workforce skill levels according to organizational goals and identify needs and recommend upgrading of employee skills.
- Develop and manage budget for human resources department.
- Support all the staff to comply with the diversified learning environment and culture.
- Revise job family, develop or revise key performance indicators for new and old positions

##### **Operational Responsibilities:**

- Oversee the recruitment process including preparing of job descriptions, reviewing job advertisements prior to posting, conducting interviews, carrying out background checks and ensuring that documents are collected and recorded.
- Maintain employee files ensuring compliance with applicable regulations.
- Review personnel handbook annually and recommend amendments when required due to changes specific regulations.
- Coordination and implementation of annual performance appraisals/reviews.
- Recommend appropriate staff training courses based on training needs, evaluate their effectiveness, and monitor their results.
- Monitor and update compensation benefits and rewards program, ensuring internal equity and compliance.
- Facilitate job analysis and keep job descriptions and key performance indicators for each type of staff up to date.
- Build relations with internal and external stakeholders and government regulators and institutions.
- Ensure that staff members conform to the regulations and policies of JPGSPH.
- Organize capacity building of staff including hands-on training and orientation of new employees.
- Work with senior management to resolve employee relations issues and work to ensure HR related decisions are consistent and fair.

- Work as a member of safeguarding committee.
- Identify and provide recommendations to the Dean and Deputy Dean regarding new staff appointments.

**Administrative:**

- Assist and oversee the maintenance of an accurate and timely ERP system.
- Ensure that all regulatory and legal requirements are maintained for foreign staff/faculty, visitors from outside, and international students including processing of visas and work permits, and organize travel and lodging arrangements as applicable.
- Provide information and prepare reports in due time and as and when needed.

**Other Responsibilities:**

- Ensuring employee engagement, impacts employee retention and reduces turnover.
- Coordinate with the Finance Department for the preparation of monthly payroll.
- Review final payments for accuracy and compliance with relevant regulations.
- Provide guidance and mentoring to enhance the capabilities of the HR team and ensure the achievement of established objectives and plans.
- Conduct periodic meetings with team members to ensure that priorities are clear, and workflow is smooth.
- Support all the PIs, Directors, faculty and staff.
- Coordinate with other departments, project and communicate with BRAC University Core HR team, to accomplish all tasks and responsibilities, as and when needed.
- Perform any other tasks assigned by the Dean and Deputy Dean.

**Requirements:**

- Master's degree from a reputed university or an MBA relevant field and degree of PGDHRM will get preference.
- At least 7 years of experience in HR and Administration, preferably at University, NGO or Multinational organization. At least 2 years as managerial role.
- Sound knowledge of labour laws and regulations, compensation and reward, performance management.
- Strong record reflecting excellence in HR and administration.
- Strong knowledge on operational activities of a school or institute or research organisation.
- Proven management experience in working collaboratively with diverse professionals, strong interpersonal and team building skills, and an understanding of university structure and culture.
- Demonstrable ethical and empathetic behaviour, professionalism, interpersonal skills, leadership, and management abilities for effectively directing and developing staff
- Good communicator and listener.

**Salary:** Negotiable. A higher salary can be offered to highly deserving candidates.

**Benefits:** Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy.

**How to apply:** All interested candidates are advised to submit the application through email at: [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) on or before **30 September 2024**. Please mention the following in the subject line of your email: **Job Application for Manager, Human Resources**.

Only shortlisted candidates shall be invited for the interview. All tests & interviews will be held in Dhaka. We are an equal-opportunity employer and encourage applications from qualified women and minority candidates. The Organization reserves the right to make an appointment at a grade lower than advertised. BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.