



KERETAPI TANAH MELAYU BERHAD (225943-T)

Applications are invited from suitably qualified candidates with calibre to apply and fill in vacancy for the following position:-

MANAGER HUMAN RESOURCE (GRADE G05)

Responsibility

- Oversee and administer the Human Capital department functions and activities
- Assist in developing HR policies and ensure they are up to date and communicate to employees on a timely basis
- Formulate effective recruitment and retention strategy to address manpower needs
- Ensure compliance with applicable employment laws and HR practices
- Handle employee recruitment, onboarding, development, need assessment and training
- Staff welfare administration
- Maintains human resource records by designing a filing and retrieval system; keeping past and current records.
- Handles compensation, rewards and performance appraisal
- Provide advice, recommendation and counselling for efficient employee performance
- Responsible and supervise payroll for all staff
- Assist in creating SOP for Human Capital and Strategic Business Units

Requirements

External Candidate

- At least a Bachelor's Degree in Human Resource, Business Administration, Management or other related field;
- Pass Sijil Pelajaran Malaysia with credit in Bahasa Malaysia (including oral test);
- At least 2 years working experience as Human Resource Manager
- Well versed with Malaysia Employment Act and other labour matters;
- Good communicator with matured personality and self-discipline
- Excellent written and oral communication skills in both English and Bahasa Melayu.

Internal Candidate

- At least a Bachelor's Degree in Human Resource, Business Administration, Management or other related field; **or**
- At least 3 years working experience in Job Grade G06 in similar discipline
- Has been confirmed in current position
- Well versed with Malaysia Employment Act and other labour matters
- Good communicator with matured personality and self-discipline
- Excellent written and oral communication skills in both English and Bahasa Melayu
- Recommendation from the Head of Department

Interested applicants are invited to submit a complete resume with expected salary, a copy of academic certificates and recent passport size photograph (non-returnable) not later than **19 March 2019** to the following address. (Only short listed candidates will be notified).

**General Manager,
Human Capital (Staff Planning),
Keretapi Tanah Melayu Berhad,
Jalan Sultan Hishamuddin,
50621 Kuala Lumpur
Tel : 03-22631368 or 22631312**