



JOB DESCRIPTION

Job Title: HR MANAGER

Department: HR

Reports To: GENERAL MANAGER , Finance
Manager

Prepared Date: 31/Dec/2019

Salary Range: \$ 3000 USD, Percentages will be given according to the projects.

ESSENTIAL JOB DUTIES/SCOPE OF WORK:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- The Human Resource Manager is the strategic HR business partner for the Senior Management Team and reports directly to Finance and General Manager.
- The HR Manager's job is to implement HR programs and policies, and to manage every aspect of employee development and relations.
- Developing an employee-oriented organization culture that emphasizes continuous improvement, team- work, high performance and quality.
- Developing and monitoring the HR strategy for the country, while ensuring its alignment to the country's strategy.
- Ensuring organization conformity with applicable HR practice related to regulations and statutes as well as organizational procedures and policies.
- Ensuring compliance with Iraq laws as well as with all DAMA compliance and due diligence requirements in the field of Human Resources and Administration
- Implementing HR programs and policies as needed by the organization.
- Identifying, evaluating, and resolving human relations, employee morale, work performance, and organizational productivity concerns.
- Making coordination with HR team to ensure smooth onboarding and separation for every employee, including ensuring that job descriptions for every position is up-to-date and accurate, ID Cards, performance evaluations and other required processes are implemented on time and to high quality.



- Developing staffing strategies and implementing HR, Admin programs and plans. Identifying and cultivating effective and appropriate sources for employees for all levels, including forward planning for staff development and succession planning.
- Creating employee training and organizational development programs.
- Coordinating performance reviews and management with managers and monitoring employee attitudes, productivity, and performance outcomes.
- Managing the human resource information management system and providing staff and managers with the essential reports to support decision making and management.
- Managing employee development and retention.
- Developing compensation plans and providing administration support on employee welfare.
- Preparing and managing employee leave request according to DAMA policies
- Insuring that every aspect of human resource management incorporates the vision, values, and culture of the organization.
- Managing the risk management work functions and assisting in developing a healthy and safety programs for staff.
- Directly supervise Senior HR & Admin Officers, HR and Admin Officers and HR and Admin Assistants
- Contributing to the creation of a positive work environment with a positive image and overall credibility of the organization notably through the code of conduct, ethics, values and stand-point with regards to internal and external actors.
- Participating as a senior management team member in country management meetings.
- Ensuring that administrative procedures are continually updated and implemented to high quality
- Maintain expatriate legal status for expatriates visiting Iraq – work permits, visas and passes
- Facilitation of international staff movement – travel and accommodation.
- Any other duties assigned by the General Manager.

DISCLAIMER STATEMENT

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.



Employee Signature

Date