



**PERDANA UNIVERSITY**

**Schedule A**

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**POSITION DESCRIPTION**

Job Title : Human Resource Manager  
Reports To : Acting Deputy Vice Chancellor (Non Academic) and Acting Registrar  
Department/Branch : Human Resource Department

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**Duties and Responsibilities:**

In your capacity as the Manager, Human Resource of Perdana University, you will be responsible for ensuring the compliance of the Human Resource policies and practice of Perdana University which include inter alia:-

- You shall supervise, manage and be accountable of the Human Resource staff and daily or routine HR related matters at the Perdana University and to regularly be in contact with the Group Human Resource Manager.
- You shall review, advise and implement HR policies & procedures, manuals, guidelines, rewards scheme & structure to support effective selection, development, retention and rewarding of employees for Perdana University resources aligned with the Group's goals and strategies.
- You must provide advice and oversee employee disciplinary matters and to ensure that appropriate disciplinary process is being adhered to for the purpose of avoiding adverse legal impact and in accordance to the Employment Act/Labour Law.
- You shall be required to take lead in the recruitment process from the beginning till the successful hiring and placement of a candidate.
- You shall analyze and proposal suitable training program/events for staff benefit and in compliance with requirements such as ISO and etc.
- You will be responsible to prepare the HR Department budget as required by the Finance Department.
- You shall source and review proposals for the renewal of Employee Benefits insurances and the Directors' and Officers' Liability Insurance and advise the ADVC(NA) & AR and/or such other person nominated by ADVC(NA) & AR.
- You shall represent the Perdana University on IR and ER related matters and advise the ADVC(NA) & AR and/or such other person nominated by the ADVC(NA) & AR on solutions or remedial actions to be taken.

- You shall plan for periodic/annual appraisal exercises to evaluate staff performance and to provide regular feedback to the ADVC(NA) & AR and/or such other person nominated by ADVC(NA) & AR.
- You shall be responsible to prepare reports or Board papers required by the ADVC(NA) & AR and/or such other person nominated by the ADVC(NA) & AR as and when required or during meetings or briefings.
- You shall be responsible to oversee the efficient handling of the following:
  - Payroll
  - Employment Pass
  - Work Permit (New applications + Renewals)
  - Teaching permit
  - MOHE approval and Visa applications for Perdana University Staff
- You shall carry out any other duties, tasks or assignments which will be directed to you from time to time.

The above highlights some of the primary duties and responsibilities of your job and it will be reviewed by the ADVC(NA) & AR from time to time to revise increase or reduce the scope.

*This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.*