

Doc. Code: REC-F03	<h1>TAP30 Job description Form</h1>	
Rev. : 1397/07/01-00		

Role : CHRO		Department : HR	Date : 12/25/2019
Reporting to : CEO		Team :	
Job Purpose	<ul style="list-style-type: none"> ▪ 		
Tasks in detail	<ul style="list-style-type: none"> - Workforce Budgeting and space planning - Develop and implement HR strategies and initiatives aligned with the overall business strategy. - Manage the recruitment and selection process and HR Branding. - Plan and conduct new employee orientation to foster positive attitude toward organizational objectives. - Maintain pay plan and benefits program - Ensure legal compliance throughout human resource management - Develop and monitor overall procedures across the organization - Leads and implement all transformational HR activities including (Workforce Planning, Talent Acquisition, Total Reward & etc.) - Oversee and manage performance appraisal system that drives high performance - Report to management and provide decision support through HR metrics - Serve as a link between management and employees by handling questions, interpreting and helping resolve work-related problems. - Company-wide committee facilitation 		
Requirements	<ul style="list-style-type: none"> - MBA , Master Degree in Management or industrial engineering from top universities - 5+ years of relevant experience in Human Resources or as a General Manager - Knowledge of performance management (Giving effective feedback, performance appraisal & etc.) - Knowledge of career development (Individual development plan, Identifying personnel competencies & etc.) - Knowledge of transactional HR (HR Administration) and Iranian labor law, taxation, insurance & etc. - Experienced in designing HR processes and procedures - Critical Thinker - Good communication Skills (written and verbal) - People oriented - Executive spirited and hands-on 		