

DUTIES FOR THE POST OF MANAGER, HUMAN RESOURCES (IR, WELFARE & BENEFITS)

1	To ensure the existence of harmonious working relations within the Authority
2	To ensure that the terms and conditions of employment in the MPA respond to the desired employee behaviors with respect to productivity, performance and stakeholder satisfaction
3	To advise management and employees on job evaluation and pay equity in order to achieve acceptance off air and equitable pay structures
4	To promote a sound industrial climate by conducting regular employee satisfaction surveys and proposing remedial actions
5	To work closely with the Unions in promoting sound employee relations
6	To liaise with the pension administrator on pension matters
7	To advise management and employees on pension provisions
8	To manage employee welfare and improve the quality of working life of employees at MPA
9	To overview and ensure timely implementation of the performance management system
10	To actively participate in the recruitment and selection exercises
11	To determine manpower requirements of the Authority
12	To provide guidance to departmental managers on HR issues
13	To act as Secretary of the MPA Staff Committee as and when required
14	To monitor the IT system and ensure that software implemented are reliable to provide relevant information to Management for good decision making.
15	To ensure that staff of the department are properly trained
16	To ensure the smooth implementation of the Authority's performance management system

17	<p>To be fully responsible and accountable in respect to successful implementation of projects falling under the purview of the respective department and more specifically with respect to:</p> <ul style="list-style-type: none"> (i) Timely completion of project; (ii) Adequacy in the fulfillment of the terms of contract; (iii) Monitoring and reviewing of Contractor's Performance and compliance; (iv) Periodic reporting with particular attention in identifying and addressing timely and appropriately any sub-standard performance or deviation; (v) Monitoring of budget and actual costs of project and reporting of any
18	To coach, guide and mentor all staff in his/her department
19	To play an active role in promoting safety and security at the MPA
20	To adhere to and promote MPA's corporate values
21	To contribute to the enhancement of the port environment