

TERMS OF REFERENCE

Post:	Head, Corporate Affairs
Post Type:	Full-time, Contract-based
Duration:	Initial contract period shall be 1 year. Contract shall be extended based on performance.
Department:	Corporate Affairs Department
Division:	Corporate Affairs and Public Relations Division
Reporting:	The Head, Corporate Affairs (HCA) shall report to the Chief Operating Officer (COO).

Responsibilities:

Administration

- Preparing, implementing and reviewing of all policies and procedures related to administrative processes.
- Overseeing the provision of administrative support to all official (internal and external) functions and events.
- Overseeing the travel arrangements-related works for all official travels, local and overseas.
- Overseeing the maintenance of office premises.
- Overseeing the maintenance of physical document storages, and electronic document archives of all official documents.
- Overseeing the maintenance of all electronic equipments and appliances.
- Overseeing the document dispatch process.
- Preparing and compiling of Annual Report.

Procurement

- Preparing, implementing and reviewing of policies and procedures related to procurement process.

- Overseeing the procurement of all goods and services required by the office.
- Overseeing the maintenance of stockroom, inventory and register of fixed assets.
- Overseeing the maintenance of all records and documentation related to procurement.
- Managing the secretariat functions of the Procurement Committee.

Human Resource Management

- Preparing, implementing and reviewing of policies and procedures related to Human Resource (HR) management processes.
- Overseeing and managing the main HR processes; recruitment, onboarding and offboarding, induction, performance appraisal, attendance management, leave management, remuneration and benefits management, etc.
- Developing and implementing training and development programmes for staff.
- Managing the HR system of Pension Office;
 - Performing the role of the System Administrator.
 - Liaising and coordinating with the software vendor with regards to maintenance and upgrading of the HR system.
 - Providing training to staff on how to use the HR system.
 - Ensuring that the data in the system are accurate and up to date.
- Liaising with Department Heads, and providing assistance and guidance in staff performance and discipline related matters.
- Performing the responsibilities of the Board Remuneration and Nomination Committee Secretary.
- Performing the responsibilities of the HR Committee Secretary.
- Any other relevant tasks assigned by the COO.

Minimum Qualification and Experience

- A Bachelor's Degree or equivalent professional certification in the field of Business Administration, Human Resource Management or any other relevant field.
- Minimum of 3 years work experience (at managerial level) in a relevant field.