## JOB DESCRIPTIONS

**JOB TITLE:** หัวหน้ากลุ่มพัฒนาองค์กรและทรัพยากรบุคคล (Organization Development and People Manager)

**DEPARTMENT:** Office of the Executive Director

**JOB LEVEL:** 14

**JOB FAMILY:** People Management

**REPORTING LINES:**
- Post holder report to: Director, Office of the Executive Director
- Staff reporting to this post: HR Coordinator, HR Officer

### KEY RESPONSIBILITIES:

- Study, analyze, and develop operational plans and strategies organization development. Spearhead various organizational development frameworks, including organizational structures, expansion of job descriptions, talent management and acquisition, and internal processes, regulations, and memos. This includes driving forward initiatives for organizational development to achieve overall efficiency and advancement in line with the mission and values of the institute.

- Lead the HR team to design and develop full spectrum high-quality of human resources in the areas of Talent Acquisition, Performance Management, Talent Management, Learning and Development, Reward and Policy, and Organization Culture.

- Oversee all aspects of talent acquisition strategies (Recruitment Strategies) and activities in alignment with the organization, working with Directors, Chief of Programme, and Head of unit to understand their needs and organizing solutions to recruit and develop a high calibre workforce to deliver the origination strategy.

- Oversee a full cycle of C & B such as payroll reconcile, salary benchmarking & review, Benefits review, and managing HR budget to ensure all data are accurate.

- Partner with Top Management team to analyze and develop HR strategies, workforce planning, organization restructuring and succession planning to align with organization vision and mission.

- Drive training and Development strategies, and design programs for the identification and development of high potential talent to build a pipeline of future leaders for the organization.

- Benchmark HR trends, coach and transfer experiences on potential areas of organization improvement.

- Act as a change agent and lead HR initiatives for an assigned project.

- Responsible to investigate any issues related to all employees and make recommendations for actions.

- Ensure HR policy, procedure, practice and compliance of company and its subsidiary are aligned.
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- Ensure pleasant working environment within the organization through use of Employee Engagement activities.
- Assume additional responsibilities as needed or requested.

QUALIFICATIONS & EXPERIENCE:

**Essential:**

- Bachelor degree or Master degree in Human Resources Management, Industrial and Organizational Psychology.
- Minimum 7 years working experience in handling a full spectrum of human resources duties, preferably in an international or multinational company.
- Good communication skills and in-depth understanding of HR principles and their application to respond to and resolve a range of complex HR queries.
- Strong critical thinking skills; sound reasoning based on standard human resources principle and practice.
- Fluent in both Thai and English.

**Desirable:**

- A self-starter, motivated to initiate/ implement/ document existing practice, and propose new approaches if necessary, under special circumstances.
- Effective delegation / follow up skills
- Self – motivated, work well under pressure with positive attitude.
- Good leadership and interpersonal skills and a commitment to excellence

Last Update: 08/2020

**Note:**

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the responsibilities in accordance with the performance review process.