

JOB DESCRIPTIONS

Job Title: เจ้าหน้าที่บริหารทรัพยากรบุคคล ด้านบริหารการประเมินผลปฏิบัติงานและการพัฒนาบุคคล
(Performance Management and Human Resource Development - PM&HRD)

Department: Office of Strategy and Planning - OSP

Job Level: 11

Job Family: People Management

Reporting Lines

Post holder report to: HR Manager

Staff report to this post: -

Highlight

- Knowledge in KPI/Performance Appraisal Programs
- Performance measurement Indicator
- Enthusiastic in learning and development
- People Transformation.

KEY RESPONSIBILITIES:

- Sets and tracks key performance indicators (KPIs) and objectives
- Develop Performance Management System based on leading practices with the aim to provide fair and transparent performance management.
- Develop and update the annual appraisal process and guidelines and manage the appraisal process.
- Handle the performance management cycle process from start to end and monitor timely and accurate completion of the appraisals (e.g. forms and templates, communications).
- Develop tools and support material to help employees and their line managers in their appraisal process.
- Collect and analyze performance appraisal results.
- Being responsible for all training activities and development requirements and queries within the organization
- Scheduling training sessions organizes information technology and other equipment, and manages course enrolment.
- Responsible for government scholarships
- Assume additional responsibilities as needed or requested.

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QUALIFICATIONS & EXPERIENCES:

- Bachelor's degree or higher in related field
- A minimum of 3 years' experience in Performance Management and Human Resource Development (HRD)
- People management experience
- Working knowledge of performance management systems and Have experience effectively tracking performance and metrics across an organization
- Possess strong strategic thinking, analytical, problem solving skills with service minded, persistency and self-motivated
- Collaborates well with colleagues using adept social skills
- Learns quickly and has strong problem-solving and critical thinking skills

Attitude:

- Growth mindset and Resilient, Open-minded, Opportunistic
- Commitment to the organization values

TIJ's Organization Core Values

Integrity: We act with integrity.

Respect: We respect difference with an open mind.

Collaboration: We believe in collaboration as a vehicle for the innovation that works.

Inclusiveness: We respect diversity and strive to amplify the voices and perspectives of the under-represented.

Determined: Our passion drives and sustains our action and commitment to make the world better.

Notes: *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.*

Last Update: 06/2022