

VACANCY ADVERTISEMENT

Position : **EXECUTIVE**
Section : **Human Capital Management**
Category/ Grade : **Junior Management**

JOB PURPOSE:

To support HR strategy and workforce planning activities to ensure organisational capability alignment, manpower optimisation and effective HR governance, while strengthening employee relations, engagement and continuous improvement of HR systems and processes.

JOB RESPONSIBILITIES:

- Support the development and implementation of HR strategies, workforce plans and initiatives aligned with the organisation's strategic priorities and capability requirements.
- Analyse manpower data, workforce trends and organisational requirements to identify capacity gaps, forecast workforce needs and recommend manpower optimisation measures.
- Coordinate workforce planning activities with internal stakeholders, including manpower reviews, position requirements, capability alignment and workforce reporting.
- Manage employee relations matters by providing guidance on HR policies, handling grievances and workplace concerns, and coordinating disciplinary or related processes fairly and consistently.
- Plan and implement employee engagement initiatives, surveys and communication activities, and monitor action plans to strengthen employee experience and organisational culture.
- Support HR governance through policy administration, compliance monitoring, accurate documentation, data integrity and the preparation of HR reports for management oversight.

- Manage HR system requirements and improvement activities, including process mapping, system enhancement, user testing, data validation, user support and coordination with relevant stakeholders.
- Review and improve HR processes, workflows, standard operating procedures and service-delivery practices through simplification, automation and continuous improvement initiatives.

REQUIREMENTS:

- Bachelor's degree in Human Resource Management, Business Administration, Industrial Relations, Organisational Psychology or a related field.
- Minimum 3 years of relevant experience in human resource management, preferably involving HR strategy, workforce planning, employee relations, employee engagement, HR governance or HR systems.
- Practical experience in manpower analysis, workforce reporting, policy administration, employee relations case management, engagement initiatives or HR process improvement.
- Sound knowledge of human resource management principles, employment legislation, HR governance, workforce analytics and HR information systems.
- Strong analytical thinking, report writing, stakeholder engagement, communication, planning and problem-solving skills, with proficiency in Microsoft Excel and HR systems or digital tools.
- Demonstrates a high level of integrity, confidentiality, accountability, attention to detail, emotional intelligence, sound judgement and teamwork.

Kindly email your application to recruitment@st.gov.my . Shortlisted candidates who meet all the required criteria will go through a thorough selection and assessment process.