



JOB DESCRIPTION

Job Title:	Executive / Senior Executive
School/Department:	Human Resource
Job Family and Level:	PSS - Level 3
Contract Status:	2-year contract
Job Overview:	<p>The HR Generalist is responsible for providing a professional, responsive and compliant HR service across the employee lifecycle. The role supports managers and employees on day-to-day HR matters, recruitment, employee relations, workforce planning, HR processes and compliance.</p> <p>The postholder will manage HR activities for allocated areas of the University and work closely with the other HR teams to ensure consistent and effective delivery of HR services. The role will also contribute to HR projects, process improvements and initiatives across the department.</p>

Generic Roles:

No.	Description
1.	HR Generalist & Employee Lifecycle <ul style="list-style-type: none">• Provide day-to-day HR support to managers and employees across the full employee lifecycle.• Support and coordinate HR activities including recruitment, onboarding, employee movement, contract renewal, end of contract, retirement and exit processes.• Support managers and employees on HR policies, procedures and employment-related matters.• Manage HR queries through shared inboxes and other communication channels, escalating complex or high-risk matters where appropriate.• Maintain accurate and up-to-date employee records in accordance with University requirements and PDPA.
2.	Recruitment & Workforce Planning <ul style="list-style-type: none">• Support end-to-end recruitment activities, from workforce planning and vacancy approval through to appointment and onboarding.• Work with managers to understand workforce requirements and provide advice on job design, grading, recruitment approach and timelines.• Coordinate recruitment processes, selection activities, approvals and offers in accordance with University procedures and governance requirements.• Monitor upcoming vacancies, contract expiries and workforce requirements to support proactive workforce planning.• Ensure recruitment activities comply with relevant regulatory and University requirements.
3.	Employee Relations & HR Advisory <ul style="list-style-type: none">• Provide advice and support to managers on employee relations matters, including performance management, sickness absence, grievances, disciplinary matters and workplace adjustments.• Support fact-finding, investigations, meetings and case documentation.• Provide practical advice on the application of HR policies, procedures and employment legislation.• Escalate complex or high-risk cases to the appropriate HR Leader / HR Business Partner.• Support managers in developing confidence and capability in managing people matters.

4.	Immigration & HR Compliance <ul style="list-style-type: none"> • Coordinate visa and employment pass applications and renewals for eligible employees, ensuring accurate documentation and compliance with Malaysian immigration requirements. • Maintain appropriate HR documentation and records to support statutory, regulatory and internal compliance. • Support HR reporting, audits and other governance requirements. • Identify and highlight potential compliance risks to the appropriate HR Leader.
5.	HR Policy & Continuous Improvement <ul style="list-style-type: none"> • Provide feedback on HR policies, procedures and processes and identify opportunities for improvement. • Support the development and implementation of more efficient and consistent HR processes. • Participate in HR projects and cross-functional initiatives. • Support the implementation and embedding of HR changes across the University.
6.	Team & Operational Support <ul style="list-style-type: none"> • Contribute to effective team working through knowledge sharing, cross-cover and support to other HR areas when required. • Maintain a high level of accuracy and service delivery while managing competing priorities. • Undertake other HR-related duties and projects as required.

Job Requirements:

Specification	Essential
Qualifications/ Education	<ul style="list-style-type: none"> • Degree or equivalent qualification in Human Resources, Business Administration or related discipline.
Working Experience	<ul style="list-style-type: none"> • Minimum 4 years – 6 years of relevant HR experience. • HR generalist experience with good knowledge of HR processes, policies and employment practices.
Knowledge and Skills	<ul style="list-style-type: none"> • Good knowledge of HR policies, processes and employment practices. • Experience in recruitment, employee relations and employee lifecycle processes. • Good command of written and spoken English. • Good communication and interpersonal skills, with the ability to work with stakeholders at different levels. • Strong organisational skills, with the ability to manage multiple priorities and meet deadlines. • Good attention to detail and ability to handle confidential information professionally. • Proficiency in Microsoft Office and HR systems.
Others	<ul style="list-style-type: none"> • Proactive, responsible and able to work independently with minimal supervision.