

DEPARTMENT : HUMAN CAPITAL

Position : Assistant General Manager

Unit :

Position Summary:

Responsible to assist the Head of Human Capital in planning, designing and implementing the overall Human Capital (HC) Strategic and Operational initiatives under the Human Capital Department in building Talent Management to meet the aspiration of LTAT to be the leading retirement fund organisation.

Key Accountabilities:

Overall

- a) Developing and implementing the plan for HC strategies and initiatives for short, medium, and long-term goals that enable the organisation to maximize the human capital contributions to support the organisations' strategies and objectives.

HC Operations

- a) Design and monitor budgets preparation and utilisation, apply company policies and manage internal HR systems.

Workforce Planning/Talent Management

- a) Oversee workforce optimisation (rightsizing) in relation to management of resources versus growth of LTAT.
- b) Monitor implementation of the talent acquisition initiatives to attract and retain key talent.
- c) Manage initiatives in promoting the image of LTAT as an attractive employer.
- d) Oversee the recruitment process in recruiting the right talent to drive key functions and move the transformation agenda for LTAT.

Learning & Development

- a) Oversee the establishment of the continuous learning culture through a rigorous system, processes and initiatives that support career growth and development opportunities.
- b) Plan and oversee the initiatives in aligning behaviours/mindsets to LTAT's objectives so that the organisation will have the right people (skills and competencies) for the right job.
- c) Plan and implement initiatives in developing the workforce to be competent in areas of work involving technical and soft skills training.

Performance & Rewards Management

- a) Plan and oversee the establishment of the rigorous and objective performance measurement process and system for all employees in the organisation through effective performance planning and key performance indicators.
- b) Design and oversee the implementation of the Rewards Management activities/initiatives including benchmarking the current remunerations and benefits against the market.
- c) Design and oversee the implementation of the initiatives in maximising internal resources and effectiveness through Automation/Digitalisation/Self Service.

Employee Relations

- a) Design and implement an inspiring work environment that would sustain and enhance their motivation level through the internalization of values and high performing culture.

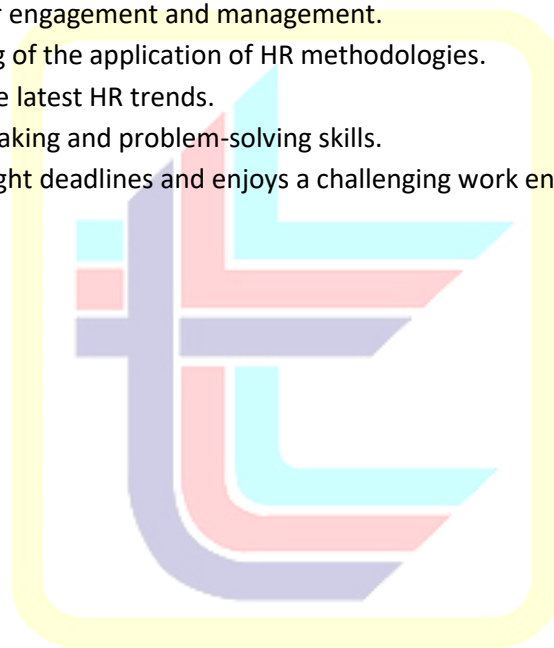
- b) Oversee the enhancement of communication on HC initiatives and updates accessible by all employees.
- c) Manage activities/initiatives in creating harmony between Management and Union members (support staff).

Qualifications:

- a) Minimum of Bachelor's Degree in Human Resource/Business Administration/Economic or equivalent professional qualifications in related fields.
- b) Minimum 10-15 years of experience in a senior management position with hands-on experience in managing Human Capital related matters.
- c) Exposure in a unionised environment and organisational transformation will be added advantage.

Knowledge/skills

- a) Good interpersonal and communication skills (written and spoken English and Bahasa Melayu).
- b) Good in stakeholder engagement and management.
- c) Good understanding of the application of HR methodologies.
- d) Well-versed with the latest HR trends.
- e) Creative decision-making and problem-solving skills.
- f) Ability to manage tight deadlines and enjoys a challenging work environment.



DEPARTMENT : HUMAN CAPITAL

Position : Senior Executive

Unit : Performance and Reward Management

Position Summary:

Plan and implementation of performance and rewards management initiatives which comprises of: -

- Performance Management System which consists of Annual Appraisal Review, Performance Improvement Plan and Confirmation Review.
- Performance-based bonus and Salary Increment.
- Compensation review which consists of Promotion, Succession Management and Development Plan for Future Leaders Program trainees and Associate Fellow Program trainees.

Key Accountabilities:

- a) Plan and implement Performance Management initiatives and activities which include and are not limited to implementing the annual appraisal review (prepare notification to staff, consolidate the appraisal review form and learning & development plans for staff from each department, prepare the documents for moderation session and prepare the list of staff with final appraisal rating to be communicated to Heads of Department), performance improvement plan (identify the list of staff to be included in the plan based on the final performance rating and monitor the implementation by Head/Supervisor) and notify supervisor to complete the assessment for staff confirmation in employment with LTAT and prepare the recommendation to the Management for staff confirmation.
- b) Plan and implement Rewards Management initiatives and activities which include and are not limited to preparing the details for performance bonus and salary increment proposal (identify the number of staff eligible for performance bonus and salary increment, net profit and creation of the bonus & increment pool, benchmarking against other statutory bodies, details performance bonus and salary increment pay-out in the previous years), perform benchmarking rewards practices against the market.
- c) Plan and implement promotion exercise (prepare the list for eligible staff, consolidate recommendations by Heads/Supervisor and prepare a recommendation for approval).
- d) Plan and implement Succession Management (prepare the list of potential successors, development gaps and prepare successor's details as well as the creation of Talent Pool for presentation to Talent Review Committee).
- e) Plan and implement Talent Development Initiatives and activities e.g., developmental plan for LTAT's program for high potential young graduates (Future Leaders Program/Associate Fellow Program).

Qualifications:

- a) Bachelor Degree in Human Resource/Psychology, Business Administration, or in other related fields.
- b) Minimum 3 years of work experience as an HR Generalist/Business Partner role that included Performance Management, Reward Management and using data effectively.

Knowledge/skills:

- a) Good interpersonal and communication skills (verbal and non-verbal).
- b) Good analytical skills.
- c) Good understanding of Performance & Reward Management and employee development
- d) Able to work with a tight deadline and work with minimal supervision.
- e) Open minded and proactive.
- f) Good in monitoring implementation and follow-up.
- g) Detail oriented.
- h) Result oriented.

