



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for suitable and qualified candidate for the following position:

EXECUTIVE, EMPLOYEE BENEFITS HUMAN CAPITAL & ORGANIZATIONAL DEVELOPMENT

Responsibilities

- Support Reward Manager to plan, implement and maintain a consistent remuneration system (equitable, competitive and cost-effective reward and remuneration systems, policies and procedures which attract, retain and motivate employees).
- Leads competitive market research to establish pay practices and standards that help recruit and retain staff.
- Monitor best practices in compensation and benefits and recommends changes and amendments as and when necessary in order to be competitive and in line with the market.
- Maintains employee payroll information by entering and updating relevant data which includes new joiners, resignations, transfers, increments, promotions and etc.
- Assist in managing employee benefits and welfare activities.
- Monitor employees' attendance and IJN surveillance status update.
- Assist in payroll processing.
- To assist in the career development and annual promotion exercise and any other relevant career development initiatives.
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- To assist orientation programs on behalf Benefits Units.

Requirements

- Degree in Human Resources Management / Computer Science or any related field.
- At least 3 years working experience in Human Capital Management.
- Good knowledge in human capital functions especially in payroll processing and benefits administration.
- Ability to work with people of different cultures and backgrounds.
- Able to work independently, assertive, practice, self-driven with strong organizational and analytical skills.
- Good computer skills – competent in Microsoft Office.

Closing Date

31st May 2022

**Talent Acquisition Unit
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**