



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **MANAGER, TALENT MANAGEMENT HUMAN CAPITAL & ORGANIZATIONAL DEVELOPMENT**

### **Responsibilities**

Responsible to manages and coordinates organization-wide efforts to ensure that talent management programs are developed and managed using a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives. This position will also conduct full life cycle recruitment in sourcing the best talent for Institut Jantung Negara (IJN) as well as maintaining effective programs for employee and industrial relations, retention, and manpower planning.

- Participate in organizational strategic planning and provide leadership for Talent Management.
- Responsible for the manpower and HR related financial budgetary plan.
- Serve as a business partner with hiring managers to develop effective sourcing and recruitment strategies that result in client satisfaction. Develop effective relationships within the organization and the hiring community to have influence and impact the recruiting process and hiring.
- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.
- Manage the maintenance and execution of the performance management system, including current job descriptions, standards of performance and performance evaluation instruments.
- Create and maintain an environment of equal employment opportunity, diversity and competitive advantage in support of the company's diversity and inclusion strategic plan.
- Ensure that organization-wide talent management initiatives are focused and aligned on improving operational and program efficiencies and effectiveness.
- Recruit full-time, part-time, temporary, contractual and intern personnel. Manage full life cycle recruitment (post, source, prescreen, schedule, background, references, offer, onboarding, etc.). Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.
- Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.
- Manage the foreign doctors fellowship program including regular engagement with Immigration Department of Malaysia and Malaysia Medical Association to ensure smooth and timely process.
- Work closely with the HRMS personnel to collect and coordinate aggregate data for talent pool and translate those data into insights through data analysis that drives deliberate action plans at the appropriate levels.
- Arbitrate any employee grievances, provide counseling and to institute disciplinary action in cases of misconduct.

- Provide advisory and guidance, where necessary to HODs in matters pertaining to talent management.
- Ensure all staff adhere and comply with policies and procedures, work instructions, internal auditing and corrective preventive actions.
- To undertake projects assigned by General Manager, in line with the organizational and employee development to achieve IJNs core values, vision and mission.

### Requirements

- Bachelor's Degree in Human Resources Management or any related field.
- More than 10 years of broad HR experience including talent management.
- Recent experience recruiting in multiple discipline areas and levels, including hiring for nonexempt, exempt and leadership positions.
- Experience designing, developing and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and relationship management.
- Previous experience in capturing metrics and producing various employment reports.
- Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, as well as conducting open houses and virtual job fairs.
- Experience in working with applicant tracking systems and affirmative action plan requirements.
- Good computer skills – competent in Microsoft Office.

### Closing Date

31<sup>st</sup> 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.**