



Job Description

Job Title	Senior General Manager	Name	
Job Grade	IX	No of Direct Report	01 GM (HR)
Reports to	Managing Director	Division/Department	Human Resources
Job Location	Head Office	Date of Preparation	

Job Summary:

To provide overall strategic and operational direction to Human Resource Department ensuring implementation of Company's policies and procedure and administration of benefits in smooth and transparent manner.

A. Core Duties

1. Internal

Operational

- Responsible for handling all HR / IR related activities within the Organization from operational and strategic perspective.
- Develop and implement an annual agenda for HR strategy in line with business plan.
- Act as an internal consultant and change agent to ensure cultural and organizational initiatives are understood and accepted.
- Must be willing to work towards continuous improvement, development and implementation of HR Reforms that allow enhancement of service quality
- Establish and implement policies and procedures for talent acquisition, career planning, performance management, succession planning, training & development, compensation & benefits, recognition & retention, enquiry and discipline.
- Develop, improve and rigorously implement policies for key issues such as, gender inclusion, equal opportunities (for minorities and women), HSE, anti- harassment *with a strong mechanism where its implementation acts as a deterrent for such acts*, Whistle Blowing Policy *with a practical mechanism to voice concerns*, etc.
- Ensure HR policies and procedures are up-to-date and maintained appropriately in line with labor laws and HR practices.
- Ensure accurate and timely HRIS reports to assist management in critical decision making.
- Establish a business partner approach to build strong relationship with department managers, demonstrate maturity and professionalism.
- Ensure industrial peace by handling industrial matters, leading negotiations team for union agreement and other legal issues.
- To manage, motivate and train the Company's employees.
- To create and promote a culture of inclusiveness and equal opportunities for all, including women, minorities and those coming from poorer strata of society.
- To create a culture of integrity, purpose and merit, and selection & promotion, based on these 3 criteria

- To create a culture of purpose, goodwill, respect, trust and teamwork between all employees.

Financial

- To prepare the annual budget (revenue and capital budgets) of the HR department
- To ensure adherence to the approved budget of the department.
- To maximize the prudent capitalization of assets
- To raise and get budgetary approvals for expansion and security issues from Management / BOD / GOP / OGRA.

Administrative

- To manage, motivate and train the department's staff.
- Succession planning of business critical positions and recommendations.
- To resolve disciplinary issues of executives/staff
- To ensure coordination with the distribution, compression, projects, sales, billing and accounts departments
- To evaluate performance of the executives/staff
- To attend Management Committee / COED meetings to formulate company policies and review implementation of company's affairs
- To attend meetings of the UFG Committee
- To attend numerous high level meetings with ministries, agencies and other organizations
- To attend to the routine and specific correspondence
- To have cordial relations with all departments for smooth and efficient operations of company's affairs for maximizing profitability
- To supervise, coach, guide and develop the resources of operations keeping succession planning in view.
- To inculcate culture of continuous education/ development for sub-ordinate staff.

2. External

Government Departments /Regulators

- To interact with different government departments
- To monitor and comply with OGRA regulations
- To attend OGRA meetings on different issues

Police / Rangers / Security / Agencies

BOD

- To arrange BOD approval/resolution for all matters where required
- To ensure compliance with all BOD decisions and agenda items
- To provide status reports to the BOD on different issues

B. Authority

1. Financial

As per Company Policy

2. Administrative

As per Company Policy

C. Education and Experience Requirements

Master in Business Administration with majors in HR will be preferred, with at least 17 years of experience including at least 7 years' experience in leadership position. Age must not exceed 52 years.

Knowledge and Skill Requirements

- Must have an in-depth knowledge of the regulatory environment governing the Company
- High level of emotional intelligence, empathy and ability to create and promote a strong company culture of integrity, respect, trust and passion.
- Should have substantial experience of undertaking transformation/restructuring for implementing HR reforms
- Must be well versed with technologies to perform the job in an effective manner
- Candidate having Project Management Professional (PMP) certification and/or having strong familiarity with project management software tools, methodologies, and best practices, would be preferred
- Must be adept at problem solving and thinking quick on his / her feet
- Must have experience developing policies on equal opportunities, HSE, sexual harassment, succession planning, etc.
- The candidate should possess strong leadership, planning and analytical skills
- Ability to manage resources optimally
- Work requires strong professional communication (written, verbal, presentation) and interpersonal skills. Moreover a strong sense of ethics and integrity is a must.
- Ability to communicate and interact with officials/regulators at all levels

Travel & Physical Requirements

- Must be willing to spend a minimum of 25% time within the SSGC franchise area
- Work requires special security, health and safety measures

SSGC is an equal opportunity employer and women are encouraged to apply.