

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-355-2021
Company Name	Purple Martin
Industry	HR
Vacancy	Senior Organizational Development Officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	Full Time
Major	HR
Years of Experience	5 years
Education	Bachelor Degree
Location	Antelias
Remuneration & Benefits	NSSF and Transportation
Tasks & Responsibilities	<ul style="list-style-type: none"> • Consult with management to identify new business policies, procedures and processes, and develop related documents and manuals. • Maintain and update existing policies, procedures, instructions and forms, and recommend enhancements as appropriate. • Develop and maintain various HR and Organizational Development (OD) documents • Keep abreast of changes in employment law and proactively make recommendations for changes in HR policies or practices to ensure compliance and best practice at all times. • Assist in reorganizing and redesigning departments and business units while ensuring alignment with strategic and business goals. • Update on a quarterly basis the organizational structures of the various entities of the Group and submit to Senior Management for validation. • Draft and update the Job Descriptions for the Group in Lebanon and for Affiliates upon request • Design job families in order to clarify employee's prospective career paths. • Update on monthly basis the reporting

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system of the Group

- Develop and implement a performance management system at the Group level, and provide related training, coaching and support to managers and employees.
- Assist the management in creating a scorecard of key metrics and performance indicators in order to monitor and demonstrate the effectiveness of their business units.
- Contribute to the HR strategic planning and enforce set HR vision, mission and values.
- Research, benchmark and lead OD related strategic initiatives
- Liaise with internal subject matter experts, HR management, and external consultants and vendors to identify practical and impactful HR-related management systems and solutions
- Collect and analyze statistical, HR and performance-related data, interpret findings, report analysis and results, and make appropriate recommendations to the management.
- Diagnose potential organizational problem areas, identify areas for improvement, and actively research, recommend, develop and facilitate implementation of related change initiatives, programs, and systems.
- Carry out other similar duties that can be defined within the broad functional job and functional responsibilities outlined above.