

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-377-2022
Company Name	Technica International SAL
Industry	Innovative Automation Solutions Provider
Vacancy	HR Specialist
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	<ul style="list-style-type: none"> ▪ Full time job ▪ Based in headquarter Bikfaya-Lebanon ▪ Monday to Friday, 08:00 till 17:00
Major(s)	Human Resources Management.
Degree	Bachelor
Years of Experience	7 - 10 years of experience in HR activities.
Location	Bikfaya
Application Deadline	30 june 2022
Remuneration & Benefits	Basic salary: based on qualifications paid in Fresh Dollars Transportation Overtime Bonus Profit sharing Award for innovation, initiative and cost saving. NSSF Medical insurance Life and personal accident insurance. Annual leaves, sick leaves, wedding leave, paternity leave/maternity leave, death leave
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Technical knowledge:</p> <ul style="list-style-type: none"> ▪ Expertise in Job description development ▪ Expertise in recruitment need analysis ▪ Expertise in recruitment ▪ Knowledge in Job evaluation ▪ Knowledge in C&B ▪ Expertise in performance management ▪ Expertise in learning & development process ▪ English Proficiency. ▪ Microsoft Office Proficiency. <p>Skills, qualities & attitudes needed:</p> <ul style="list-style-type: none"> ▪ Interpersonal skills: Interact positively with other team members by listening, questioning, and understanding the body language.

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▪ **Analytical skills and problem solving:** Analyze all issues by asking several questions, checking all the perspectives and by gathering all useful data to find appropriate solution for any problem that might occur and set an action to achieve it.

▪ **Decision making:** Apply a solid decision-making process following a decision-making tree that explores available possibilities to take the appropriate decisions based on impact and risk of each.

Prioritizing: Set priorities of the projects in relation to the department's plan, to achieve them within the agreed upon deadline

Talent acquisition:

- Conducting workforce planning for the Head Quarter and branches
- Pre-screening candidates for the Head Quarter, interviewing and selecting the right candidates
- Handling the internship and Final year projects process

Jobs Alignment:

- Writing and reviewing Job Descriptions when needed
- Developing the competencies framework for Technica group of companies

Performance Management:

- Implementing the Performance Management procedure
- Analyzing results of the Performance Management

Learning & Development:

- Setting the curriculum of the positions and reviewing it continuously
- Setting the yearly Learning & Development plan for the Head Quarter and branches
- Monitoring plan's implementation in branches
- Implementing the plan in Head Quarter
- Evaluating results of the plan

Compensation & Benefits:

- Conducting C&B benchmark for Head Quarter and branches
- Participating in job analysis

Preparing C&B reports and analysis