Department/Section	*Human Resources & Administration*
Job Title:	*Recruitment & OD Specialist*
Reports Line	*Recruitment, OD & Learning Team Leader*
Company:	*QAST*
No. Direct Report	*N/A*

Job Purpose

To assist in developing and implementing an effective recruitment plan, and align the organizational development initiatives with KSH goals.

Duties and responsibilities

Recruitment & Talent Acquisition

- Apply recruitment policies and procedures effectively.
- Implement manpower plans and maintain headcount vs. budget alignment.
- Manage end-to-end recruitment cycle: job posting, shortlisting, interviews, contracts, onboarding, and induction.
- Prepare regular recruitment reports (weekly, monthly, quarterly).
- Ensure accuracy of job profiles.
- Maintain recruitment documentation and ensure compliance with internal policies and regulatory requirements.

Organizational Development

- Facilitate the full Performance Management Cycle and ensure compliance.
- Administer surveys (e.g., 360 Feedback, Open Honest Program) and build actionable follow-up plans.
- Facilitate the full PIP Cycle and ensure compliance.
- Support succession planning and leadership development in coordination with L&D.

- Maintain and update organizational structures and templates.
- Support line managers on organization design and performance-related matters.
- Manage job evaluation and leveling processes for new/updated roles.
- Monitor OD budgets and payments.
- Manage Rotation program activities.
- Prepare timely reports and analysis to support decision-making.

- Collaborate closely with HRBPs, Employee Services, and other stakeholders to ensure smooth processes.
- Perform ad-hoc HR/OD duties as assigned.

Qualifications

- B.Sc. in Business Administration, Human Resources, or related field.
- HR certification (e.g., SHRM, CIPD, PHR) is an added advantage.
- 3-5 years' Experience in HR Fields

Key Competencies

- Strong knowledge of recruitment and OD practices.
- Analytical and reporting skills.
- Proficiency in HR systems and LMS tools.
- Strong communication, coordination, and stakeholder management.
- Ability to prioritize and manage multiple tasks effectively.