



Вакансия действительна с 24.04.2020 по 24.05.2020

**Ассистент по работе с персоналом
HR Advisor**

**Обслуживающий персонал, секретариат, АХО /
Делопроизводство**

Предприятие: Товарищество с ограниченной ответственностью
"Kaz Project Operating"

Оплата труда: от 300 000 до 400 000 тенге

Вахтовый метод, постоянная работа, нормальные условия труда

Информация о вакансии

Регион Мангистауская область / Тупкараганский район

Должностные обязанности Резюме высылать на почту: darhan.s@kpop.kz

Conditions:

Kazakhstan, Bautino, Rotation: 28/28.

Requirements:

- ☐ University Degree (Legal preferable).
- ☐ At least 3 years previous experience with a medium to large company.
- ☐ 2 years of work experience in the multicultural environment.
- ☐ 1 year of experience in negotiating with government and local authorities.

Required Competences:

The job holder must possess the following competencies:

- ☐ Knowledge & understanding of the Kazakhstan Labor legislation and Company HR policies and the application of company policies within the legislation.
- ☐ Must be able to exercise discretion and good judgment, with an ability to understand the effect of decisions. overall in the company.
- ☐ Must have a thorough understanding of employee grievance resolution, investigative methods and collective bargaining.
- ☐ Must be thoroughly knowledgeable in various international human resources standards in the areas of compensation, employee relations, general benefits, employment and staffing practices and organizational development.
- ☐ Practical experience in managing complex ER cases, including redundancies, restructures, disciplinary and grievance cases and complex case management.
- ☐ Good communication, negotiation & influencing skills.
- ☐ Continuous learner.
- ☐ Persistent.
- ☐ Attentive to details.
- ☐ Self-confident.
- ☐ Good knowledge of Kazak, Russian and English.

Responsibilities:

- ☐ Ensure deliverance of policies and procedures on Trade Union. Within this, foster and grow the strategic partnership between Trade Union leadership and Company management and IR&S Department. Act as a Company Representative during negotiations, properly manage and make all necessary efforts on resolution of the cases. Provide guidance and recommendations to Company and HR Management on the strategy and process/ Serve as a focal point.
- ☐ Keep Stewardship on Conciliatory Commission for implementation of proper policies and procedures. Follow the changes in Commission Structure, take proper action when required. Serve as a focal point for the Process.
- ☐ Investigate, manage and control all the disciplinary and grievance mechanisms, as well as participating in staff disciplinary committees as prosecutor, grievance, counseling and appeal panels. Provide guidance and recommendations to department managers and supervisors with respect to Disciplinary and Grievance outcome. Serve as a focal point for the Process.
- ☐ Ensure correct implementation of Ethics procedures in line with policy and strategy. Timely act on ethics allegations, implement proper investigations and make all necessary efforts for their resolution. Provide feedback on gaps and improvement areas as conclusion.
- ☐ Implement Collective Agreements procedures, bargaining, workplace relations. Serve as a focal point for the process.
- ☐ Be custody for Employee Satisfaction Survey in view of employee participation, partnership and involvement. Provide full assistance in implementing ESS procedure, collecting results and advise on actions for proper delivery of survey results.
- ☐ Ensure Collective Disputes and their resolution extent to joint decision on necessary industrial actions. Act as a Company Representative during negotiations, properly manage and make all necessary efforts on resolution of the cases. Serve as a focal point for the Process.

Количество вакансий 1

Требования к соискателю

Стаж по специальности	3 года
Профессиональные навыки	реструктуризация; Контроль соблюдения законодательных актов; Управление конфликтами;
Уровень образования	высшее
Знание языков	Казахский - высокий уровень Русский - высокий уровень Английский - продвинутый уровень
Личные качества	Планирование и организация; Компьютерная грамотность;

Информация о предприятии

Количество работников	600
Сведения о предприятии	ТОО «Kaz Project Operating» - казахстанская компания, предоставляющая высококвалифицированных специалистов в области инжиниринга и строительства для различных нефтегазовых проектов в Казахстане и других странах. Мы завоевали доверие взыскательных нефтегазовых компаний Казахстана, а также их основных подрядчиков благодаря нашей специализации в области предоставления квалифицированных человеческих ресурсов для осуществления проектно-конструкторских работ, строительного контроля, контроля качества и инспекций, ввода объектов в эксплуатацию, а также для эксплуатации и обслуживания объектов. Наши основные проекты находятся в Казахстане, но мы расширяем свою деятельность на международном рынке, в частности в России и Азии.
Контактное лицо	Паливала Ирфан Мохаммед Фарукх
Регион предприятия	Акмолинская область / Зерендинский район
Адрес предприятия	Победы кошесі 62 501а