



ASSISTANT MANAGER OF HUMAN CAPITAL, TALENT DEVELOPMENT & HR FUNCTION

Reports to: Head of Human Capital, Talent Development & HR Function

Role

To assist the Human Capital, Talent Development & HR Function portfolio and function for the association.

Responsibilities

- Support the Head of Human Capital, Talent Development & HR Function (HCT) in the implementation and management of an effective, strategic and structured internship program.
- Assist in handling projects and administrative work relating to the General Insurance Internship for Talent (GIIFT) program, which includes coordinating internship applications, reviewing the CVs submitted by interns, organizing induction courses, networking sessions, allowance pay-out etc.
- Maintain and upkeep the database and social media platform of GIIFT alumni, as well as providing support and inputs in maintaining and updating information on GIIFT Microsite.
- Assist in carrying out the necessary follow-up actions on matters discussed and decided by the Board of Directors, the Education/HRD Committee and any ad-hoc working groups/task forces formed under this Committee.
- Other secretarial duties include arrangement of meetings, drafting of correspondence, collating of data/information/survey replies under the direction of the Head of HCT/HR Functions.
- Assist and provide support to Head of HCT/HR Functions on all areas of HR management functions for PIAM Secretariat.
- Establish and implement HR initiatives that effectively communicate and support the Association's mission and strategic vision.
- Lead the execution of culture transformation and employee engagement programmes.

- To establish a structured succession plan to ensure the development of the right people in the right roles.
- Notwithstanding the above functions, other duties and responsibilities may be assigned to the employee from time to time by the Association.

Requirements

- Minimum of a Bachelor's degree majoring in Organisational Behaviour, Human Resources or equivalent.
- Sound technical knowledge and experience in HR strategy and policy formulation and implementation, with solid experience in HR Administration essential.
- 10+ years of experience in the financial services sector or in a fast pace industry that had undergone structural reform or successful transformation.
- Results oriented/self-directed ability to drive change. Self-starter, organised, able to effectively work independently and/or as part of a team.
- Strong communication and presentation skills. Excellent communicator.
- HR Strategy skills – Performance, Employee Relations, Reward, Talent, Learning and Development, Resourcing, Organizational Development, etc.
- Possess leadership qualities with critical and analytical thinking skills. Strong relationship, management and interpersonal skills.
- Team player with a problem-solving aptitude.
- The ability to work under pressure in a fast-paced environment is a must.

A competitive remuneration package based on qualifications and experience will be offered to the selected candidate.

Please send your resume to:

Head, Human Capital & Talent
PERSATUAN INSURANS AM MALAYSIA
Level 3, Wisma PIAM
150 Jalan Tun Sambanthan
50470 Kuala Lumpur, Malaysia
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