

# Job Description

## 1. Job Details:

<b>Position Title:</b>	<b>Organization Design &amp; Manpower Planning Manager</b>	<b>Division:</b>	
<b>Reports to:</b>	<b>HR Strategy &amp; Business Planning Director</b>	<b>Department:</b>	<b>HR Strategy &amp; Business Planning</b>

## 2. Job Purpose:

Develops and manages the implementation of necessary manpower planning and organization design policies and processes. Organizes, supervises and controls the overall preparation and updating of Qatar Foundation's manpower plan and organization charts, in collaboration with related stakeholders (HR, Finance, etc.). Manages the HR Service Level Agreement, Benchmarking activities, HR Zone (portal).

## 3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:				0	
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	

## 4. Key Result Areas:

### KEY RESULT AREAS

- Leads continuous improvements while building the **Organization Design and Manpower Planning Policies, Processes, and Strategies** within the overall guidelines of Director of SBP.
- Oversees the development and maintenance of **QF Organization Design/Creation**, by understanding the customer operations and best practice of workflows.
- Manages and controls **QF Manpower planning process** across QF, by regular review of customers' needs, analysing, and recommending necessary changes.
- Utilizes the outmost of **HR Technology and System** to achieve the highest level of accuracy and customer satisfaction, by automation of key ODMP areas such as manpower planning, organization design, job descriptions, organization changes, etc.
- Assist in achieving **Qatarization Strategies and Objectives** in collaboration with other related HR stakeholders by identifying potential positions for Qatari nationals while reviewing manpower plans with respective centres.
- Ensures that **ERP Data** related to Manpower and Organization is up-to-date, by automating and enhancing the process to fulfil customers' requirements.
- Manages the preparation and submission of related **Management Reports** (regular/ad-hoc), including organization charts, manpower summaries, movement, analysis, demographics, for all stakeholders (QF Directors, Executive Directors, Finance, etc.).
- Support the Recruitment team in providing them with information related to **Approved Vacancies** and expected to fill those vacancies.
- Leads the preparation, consolidation and obtaining the approval of **Annual HR Budget**, in collaboration with HR Management members and other stakeholders (Finance, VP Admin. office, etc.).
- Reviews the monthly **Actual Spending (MIR reports)**, and recommends necessary measures to remain within approved budget and avoid over-spending
- Lead researching and communicating with other organizations – locally, regionally, and internationally - to **Benchmark** the key HR areas and reports on the findings on areas of improvements.
- Oversees the compilation and update of HR data available on the **HR Zone (portal)**, and



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facilitate any accessibility difficulties to staff.

- Acts as an **HRIS Advocate** to the HRIS team while developing scopes, discussing automation plans, and testing, to ensure compliance with policies and achieving customers' satisfaction.
- Performs necessary **Managerial duties** including budgeting, business planning, recruiting, developing, and appraising subordinates.
- Carries out **other similar or related duties** and ad-hoc assignments for review or investigation on an as required basis when directed by supervisor.

### 5. Operating Environment, Framework & Boundaries:

A reasonable level of guidelines is expected while establishing the policies and processes to assist doing that but will be reduced to minimal once done. The HR team over-all culture considered multi-national which needs an appropriate level of communications with all stakeholders. The HR team is always looking to apply best practices from all over the world.

### 6. Communications and Working Relationships:

Regular contact with the HR Strategy & Business Planning Director and other HR Management team members, in addition to communicating with QF business partners (i.e. HRIS, Finance, etc.). This position is also expected to have a frequent communication with internal clients (QF Directors, Managers, etc.). Limited communication might be required with external vendors/suppliers.

### 7. Problem Solving & Complexity:

The job holder will have to spend some time in analysing and evaluating manpower and organization data, in addition to conducting necessary discussion and arguments about internal clients' manpower needs, to arrive at the best solution.

### 8. Decision Making Authority & Responsibility:

This job is free to determine how to achieve clearly defined annual departmental objectives through directing others, and keeps supervisor advised of major activities. It is covered by functional policies and processes, and it is subject to executive management review and direction.

### 9. Knowledge, Skills & Experience:

- A minimum of Bachelor degree is required for the job holder of this position.
- This job requires a professional person who has related experience of not less than 12 years as a generalist or specialist in HR field(s), including 5 years in a senior position.
- This in addition to high communication and influencing skills to use especially with internal bodies, in order to achieve results with and through people.
- Computer skills and knowledge of HR Systems is also an added asset.

### 10. Approvals:

*Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

Approved:

Signature:

Date:

Name: