

FIDRA TECH	JOB DESCRIPTION	Ref No.: FTHR07241225
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Job Title: **HR Manager**

Role Overview

The HR Manager at Fidra Tech is responsible for leading and managing all human resources functions to support the company's growth, culture, and operational excellence. This role plays a critical part in attracting, developing, and retaining top talent, while ensuring compliance with labor laws, internal policies, and best HR practices.

The HR Manager will act as a strategic partner to leadership, aligning HR initiatives with business goals and fostering a high-performance, inclusive, and engaged work environment.

Key Responsibilities

HR Strategy & Workforce Planning

- Develop and implement HR strategies aligned with Fidra Tech's business objectives and growth plans.
- Lead workforce planning to support current and future staffing needs.
- Advise leadership on organizational structure, role design, and talent planning.
- Drive HR policies and procedures that support scalability and operational efficiency.

Talent Acquisition & Employer Branding

- Manage end-to-end recruitment processes for technical, managerial, and executive roles.
- Partner with hiring managers to define role requirements and hiring strategies.
- Strengthen employer branding to position Fidra Tech as an employer of choice in the IT industry.
- Oversee onboarding processes to ensure a smooth and effective employee integration.

Performance Management & Employee Development

- Design and manage performance management frameworks, goal setting, and appraisal cycles.
- Support leadership in identifying high-potential employees and succession planning.
- Develop learning and development programs, including technical, leadership, and soft skills training.
- Promote continuous feedback, coaching, and professional growth.

Employee Relations & Culture

- Foster a positive, inclusive, and performance-driven workplace culture.
- Act as a trusted point of contact for employee relations, conflict resolution, and disciplinary matters.
- Ensure employee engagement, motivation, and retention initiatives are effectively implemented.
- Promote company values, ethics, and well-being initiatives.

HR Operations & Compliance

- Ensure compliance with local labor laws, regulations, and company policies.
- Manage HR operations including contracts, payroll coordination, leave management, and employee records.
- Oversee HR systems, tools, and data accuracy.
- Lead HR audits and ensure proper documentation and reporting.

Cross-Functional Collaboration

The HR Manager will work closely with:

- **Executive Leadership** – to align people strategy with business goals.
- **Department Heads & Team Leads** – to support hiring, performance management, and team development.
- **Finance** – on payroll, compensation planning, and budgeting.
- **Legal & Compliance Partners** – to ensure adherence to labor laws and regulations.
- **External Vendors** – recruitment agencies, training providers, and HR consultants.

Key Performance Indicators (KPIs)

- Time-to-hire and quality of hire
- Employee retention and turnover rates
- Performance review completion and effectiveness
- Employee engagement and satisfaction metrics
- Training participation and skill development outcomes
- HR compliance and audit results
- Effectiveness of HR policies and processes

Required Experience & Qualifications

Experience

- 6–10+ years of experience in human resources management, preferably within an IT services, software, or technology environment.
- Proven experience managing end-to-end HR functions including recruitment, performance management, and employee relations.
- Experience supporting fast-growing organizations and scaling HR processes.
- Strong understanding of labor laws and HR best practices.

Professional Skills

- Strong interpersonal, communication, and conflict-resolution skills.
- Ability to partner with leadership and influence decision-making.
- High level of integrity, discretion, and professionalism.
- Strong organizational and problem-solving skills.

Education

- Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field.
- Master's degree or HR certifications (e.g., SHRM, CIPD, HRCI) are a strong advantage.