

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.