

Job Title: Manager, HR Development Section	
Reports to	Chief, Corporate Service Division
Function:	The Manager, HR Development shall report to the Chief, Corporate Services Division. He/she shall be a member of the leadership team with collective responsibility for achieving the Company's objectives and targets.
Job description	
<ol style="list-style-type: none"> 1. Responsible to come up with overall comprehensive HRD plan (both short term and long term) for BoB including annual training calendar, 2. Review and recommend policies and procedures for HR Development, 3. Monitor and ensure up-to-date personnel records related to training, 4. Liaise with other Division heads so as to understand and identify HR development needs and plan accordingly, 5. Ensure employees are fully informed of HR objectives, purpose and achievements, and are updated on any new policies /procedures related to training and development, 6. Follow up on all training activities and make suggestions for deployment to enhance utility of the human capital of BoB, 7. Work out the long term and short term trainings, both ex-country and in-country trainings in close coordination with the Heads of Departments and Divisions, and propose to the Management and implement, 8. Initiate Organizational Development Exercise as per the directives of the management, 9. Responsible for the Division's budgeting and its control over the financial year, 10. Review E-Learning policies time to time in line with the needs of the Bank, 11. Study and upload courses for online learning and certification courses as required by the Bank, 12. Review the participants for online courses; creation of classroom, uploading of course, setting target groups and monitoring the online learning process, 13. Generate reports and submit to the Management for timely review, 14. Provide information to all employees regarding their entitlements, 15. Calculate salary differences/discrepancies, anomalies and arrears where applicable, 16. Handle all salary grievances of the employees, 17. Pay Fixation whenever applicable with employees' recruitment, promotion, separation, contract renewal, increment normalization, etc), and 18. Update with any new policies and procedures as per the law of the country, and communicate to employees. 	