

Hub Human Resource Manager

Got talent
#JoinAlpha

Alpha Asia Pacific exists to support the National Alpha Offices in the region to serve the church in its mission to help people discover and develop a relationship with Jesus. Our mission is bigger than any individual task, but together our work contributes to the bigger picture. As a Christian organisation, our faith is an integral part of our working culture.

The Hub Human Resource department provides leadership in the Human Resource (HR) function in serving the entities within the Alpha Hub.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to asiapacificcareers@alpha.org

Alpha

Key Responsibilities

Based in Kuala Lumpur, the Hub Human Resource Manager will have the following responsibilities:

1. Human Resource Strategy
 - Partner with Entity and Hub Leadership on assessing current and future Hub HR needs.
 - Analyse trends in compensation and benefits; implementing best practices.
 - Design and implement talent acquisition and retention strategies.
 - Collaborate with Entity Leads to ensure strategic HR goals are aligned with ministry initiatives.
2. Compliance and Governance
 - Responsible to inform on and implement policies & procedures relevant to the Alpha Hub.
 - Monitor emerging compliance issues and have regular engagement with relevant stakeholders.
 - Advise management on the implementation or operation of compliance programs, and any related risks.
 - Direct the development or implementation of compliance-related policies and procedures throughout the organisation.
3. Recruitment
 - Manage all aspects of the hiring process.
 - Continuous improvement of assessment/interview process and documents.
 - Oversee the onboarding & offboarding process for new hires.
 - Analyse and summarise trends and themes on Hub talent acquisition, retention, attrition for Hub Leadership.
 - Oversee contracts, volunteer management, work visas, internships and other non-standard employment requirements to fill the manpower needs of the Hub.
4. Professional and Personal Development
 - Manage all aspects of the staff professional and personal development.
 - Conducting training needs analysis for both personal and professional skills.
 - Champion Hub Culture and lead as a member of the trainer/ facilitator pool for staff training.
 - Be the point of contact for staff with regards to all matters connected with their professional and personal development.
5. Other Responsibilities
 - Oversee payroll and statutory related matters.
 - Oversee and maintain HR systems and processes.
 - Career conversations and grievance.

Qualifications & Desirable Characteristics

- Bachelor's Degree in Human Resource, Psychology or related fields.
- Knowledge of and passion for Alpha and its vision & mission.
- Spiritual maturity and integrity.
- Positive, 'can do' attitude.
- Able to work in a team-oriented, collaborative environment.
- Culturally adaptable.