

Job Description

Functional Title	Manager Employee Relations	Grade	Assistant Vice President
Division	Human Resources Division	Function	Employee Relations
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Head HRD	Reporting (Dotted)	

Position Summary: This position is responsible to ensure /administer discipline within the network in compliance with the internal policies and procedures.

Key Responsibilities:

- Responsible for coordinating all Disciplinary concerns.
- Prepare and issue Show Cause Notices / Explanations. Inquiry Notifications and Warnings and other disciplinary letters as per Disciplinary guidelines etc. to facilitate inquiries.
- Formation of the Inquiry Committee approval to be solicited from the President in order to conduct domestic inquiry
- Maintain employee Disciplinary records.
- Issuance of Termination letters.
- To provide information on monthly and timely update on DA cases. (if any)
- To resolve day to day queries of employees.
- Follow up from line Managers on the required documentation and records for necessary Disciplinary actions as and when required.
- Investigate issues such as employee grievances, harassment and other disciplinary cases.
- Share facts and finding report with Head HR with respect to investigation conducted for Grievance/ Harassment and initiate disciplinary action if staff found involved.

- **Handling of Retirement / Superannuation cases.**
- Prepare note for approval of the competent authority regarding Retirement approval.
- After approval of the CA Acceptance of Retirement letter is issued to the incumbent.
- Calling of loan Liabilities from the Imperial Court Branch, & subsequently adjustment of liabilities if any.
- Email to IT regarding deactivation of email id of the outgoing employees of the outgoing employee on last working day.
- Upon completion of all the exit formalities email to Finance Division for release of Funds if any.

- **Issuance of Circulars, important announcements etc.**
- Miscellaneous assignment from time to time



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Position Specification(s):

Minimum Qualification	Graduate/Post graduate degree with no 3 rd Division in academics
Experience	20 Years experience in FWBL HRD including 3 years plus experience in other departments as well.
Competencies Required:	-Ability to communicate information and ideas. - Excellent time management and Organizing skills -DA Related Courses. - Proficiency in MS Word , & Excel.
Year	2022

Employee Name & Signature

Date

Dept. / Div. Head (Sign & Stamp)

Date

