

Maine tasks for the position of the head of the human resources unit:

- 1- Develop a human resources strategy in a manner consistent with the Fund's general strategy.
- 2- Preparing the unit's annual work plan and budget and ensuring that it is in conformity with the fund's strategy.
- 3- Coordination with the concerned authority regarding handling personnel affairs and requesting legal advice for the preparation of employment contracts and the legal framework for employment issues.
- 4- Meeting with subordinates to discuss the unit's plan and listening to their point of views and perspectives in developing the tasks and work of the departments and the extent of their discipline in performing the job duty and implementing the instructions issued.
- 5- Directing subordinates to carry out their work in accordance with the laws, regulations, systems, decisions and instructions regulating the work of the Fund.
- 6- Reviewing and supervising the annual employment plan of the Fund.
- 7- Supervising the development of the special strategy, making the fund a separate work center, attracting talent and participating in seminars for jobs and professions.
- 8- Evaluating the files of candidates for appointment in the vacant positions, conducting interviews with them, making recommendations regarding their employment and submitting them to the concerned authority for approval.
- 9- Reviewing the procedures for evaluating performance and the recommendations made in relation to the incentive system and performance appraisal forms and submitting them for approval.
- 10- Reviewing the recommendations regarding the service regulations and the salary and wages structure in relation to the labor market and submitting them for approval.
- 11- Managing the periodic procedures for evaluating the performance of employees and submitting suggestions for promotions and salary increases, granting allowances,

- rewards and incentives, disbursing in-kind benefits and honoring employees.
- 12- Reviewing and approving the career path plans of the Fund's employees with important capabilities.
 - 13- Recommending the referral of employees who commit administrative violations to the Disciplinary Board to conduct an administrative investigation in accordance with the rules and regulations.
 - 14- Supervising the progress of the procedures related to referring workers to retirement in order to refer their files containing the exit form to the General Corporation for Social Security (GCSS).
 - 15- Approving the payment of salaries and wages to the employees of the Fund according to the powers and what is approved in the budget.
 - 16- Approval of notifications addressed to employees regarding promotions, salary increases, advances, aid, transfers, missions and warnings.
 - 17- Approve the memos, orders, publications, reports, statements and statements issued by the unit after preparing and reviewing them by subordinates.
 - 18- Participating in the administrative investigation carried out by the disciplinary board with the offending worker.
 - 19- Reviewing employee complaints and grievances filed with them and taking decisions in their regard in accordance with the powers or submitting them to the concerned authority to decide.
 - 20- Recommending the employment and transfer of employees.
 - 21- Approve the statements of allowances for accrued vacations.
 - 22- Approval of giving advances on the salary account in accordance with the adopted policies.
 - 23- Approval of granting vacations of all kinds to subordinates and suggesting the appropriate alternative for the administrative and supervisory levels in accordance with the instructions.
 - 24- Establishing and following up relations with internal and external training institutions.

- 25- Reviewing the training plan, offers of training institutions and related agreements and submitting them to the concerned authority for approval.
- 26- Securing approval for reimbursement of training expenses.
- 27- Reviewing health and life insurance offers and submitting them for approval.
- 28- Managing the process of preparing and applying job descriptions in units and branches.
- 29- Coordination with the various units and branches of the Fund with regard to issues related to employees affairs.
- 30- Preparing and updating the unit's policies and procedures.
- 31- Managing the affairs of the unit's employees, evaluating their performance, proposing promotions and increasing salaries.
- 32- Providing the Executive Director's office with decisions, administrative orders, reports, various memoranda, minutes and decisions of employees affairs.
- 33- Providing any required data about the affairs related to the fund's employees or about the level of implementation of administrative decisions and orders to the fund's supervisory units.
- 34- Managing all the activities of the unit's departments.
- 35- Viewing the unit's daily incoming and outgoing mail.