

**JOB DESCRIPTION**

<b>Job Title:</b>	Regional HR Business Partner & Total Rewards Expert	<b>Reports to (title):</b>	Group HR Manager
<b>Department:</b>	Human Resources	<b>Location:</b>	Singapore

<b>1. POSITION PURPOSE</b>	
To act as the Regional HR Business Partner and Total Rewards Expert for Jadestone Energy directly supporting the Group HR Manager in all total rewards and HR Business Partnering activities	

<b>2. WORKING RELATIONSHIPS</b>		
<b>Positions supervised</b>	<b>Direct:</b>	
	<b>Indirect:</b>	Close relationships with country HR Managers
<b>Working relationships</b>	<b>Internal:</b>	Group HR Manager, Country HR Managers, Country HR Teams, Regional Leadership Team
	<b>External:</b>	HR Service Vendors

<b>3. PRINCIPLE ACCOUNTABILITIES</b>	
<b>Total Rewards:</b>	
<ul style="list-style-type: none"> <li>Collaborate with regional HR, country HR and management teams, to develop, implement and administer compensation and benefits programs, and total rewards packages in accordance with company strategy and business goals.</li> <li>Support consolidation, management and analysis for groupwide compensation data for internal decision making and remuneration committee meetings.</li> <li>Ensure that our total rewards methodologies are adequately communicated by regularly updating communication vehicles such as the intranet page, policies and handbooks.</li> <li>Participate in salary and labour market surveys to determine prevailing pay rates and benefits / appropriately age data in the years where participation is not needed.</li> <li>Ensure sound preparation for periodic audits and regular reporting requirements.</li> <li>Participate in the job grading and benchmark processes.</li> <li>Support entire LTIP process, grant calculations and consolidation of reports for approvals</li> </ul>	
<b>HR Business Partnering:</b>	
<ul style="list-style-type: none"> <li>Provide consultation and guidance to country HR and regional business teams.</li> <li>Support workforce and succession planning process.</li> <li>Create and maintain accurate HR records in HRIS, prepare and manage employment and secondment agreements for</li> </ul>	

- regional employees and leadership team.
- Manage the payroll process for the Singapore team and regional employees managed out of Singapore.
  - Lead administration of expatriate assignments and related activities such as tax equalization, international talent program allowances, etc.
  - Support annual performance processes, data management and reporting.
  - Support HR due diligence process on potential M&A opportunities.
  - Coordinate with third-party HR service providers.
  - Support annual budgeting process through effective reporting and data analysis.
  - Work closely with country HR teams to track actuals versus budget on a regular basis.

**4. POSITION HOLDER REQUIREMENTS**

<p><b>Experience, Skills and Knowledge</b></p>	<p>Minimum 8 years of overall HR experience, with at least 5 years spent with focus on Compensation, Benefits and Mobility</p> <p>Demonstrable expertise in:</p> <ul style="list-style-type: none"> <li>• Compensation &amp; Benefits</li> <li>• International Mobility</li> <li>• HR Business Partnering</li> <li>• Payroll</li> <li>• MS Excel</li> <li>• APAC region</li> </ul>
<p><b>Candidate Profile</b></p>	<ul style="list-style-type: none"> <li>• Must be able to manage considerable confidential information</li> <li>• Possess the ability to develop and use collaborative relationships to facilitate the accomplishment of work goals</li> <li>• Should have good time management skills with the ability to plan and set priorities.</li> <li>• Must have strong analytical skills and ability to interpret and communicate data.</li> <li>• Must be able to clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.</li> </ul>

**5. POSITION HOLDER REQUIREMENTS**

<p><b>Formal Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Minimum of graduation degree</li> </ul>
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**To apply for this role:**

- Send your CV to: [careers@jadestone-energy.com](mailto:careers@jadestone-energy.com)