



SAPEM has a vacancy for an HR Officer

Introduction	
Job Title:	HR Officer
Business Line:	Asset Based Non-Drilling
Department:	Human Resources
Requirements	
Qualification:	Bachelor's degree in human resource management/ business/ economics/ law
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	2 years minimum in a similar field
It Skills:	Computer Literate (Microsoft Office, Microsoft Project or similar)
Soft Skills:	Verbal /Written/ Interpersonal Skills
Nice To Have:	Knowledge of Guyana's immigration regulations, labour laws
Location:	Georgetown

**OBJECTIVE:**

Works under the supervisor of the HR Lead to administer the Company's global mobility policies and procedures by providing recommendations and best practice policy and process improvements through regular benchmarking and analysis.

**RESPONSIBILITIES AND DUTIES:**

- Develop strategies aimed at identifying and increasing the use of human resources in the companies operating in Guyana.
- Build professional relationships with key personnel.
- Management of the Grievance Mechanism including Informing community how to access the mechanism, conducting first- level review, keeping complainants informed of the status of any lodged complaints, tracking and reporting on grievances.
- Ensure the Company adheres to local laws.
- Contact the local immigration organizations and other Authorities for the issue of VISAs or other permits necessary to live and work in the country for expatriates or vessel employees.
- Prepare adequate reporting to the Company/project management for their business strategic decisions.
- Facilitate all the local relationships necessary to work in the Country, including Sustainability matters Support, in cooperation with other functions, Sustainability initiatives and promotion programs.
- Contribute to the local development and dissemination of a Saipem Sustainability culture.
- Provide HR reporting to all interested parties.
- Liaise with Agencies for the posting of job vacancies.
- Liaising with Department Managers to determine staffing needs.
- Screening CVs and shortlisting qualified candidates.
- Coordinating interviews oversees preparation of interview questions and other hiring and selection materials. Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Conducting New Hire Orientations
- Coordinating pre-employment physical/drug exam by liaising with Saipem Health and Welfare Coordinator.
- Reconciling invoices
- Utilizing SAP for the creation of PRs, Work Orders, Delivery Orders or Service Entries.
- Any other duties as assigned.

Please send your resume with the subject "**HR Officer**", to [saipemgcareers@saipem.com](mailto:saipemgcareers@saipem.com)

Please note, that the closing date for applications is **April 5<sup>th</sup> 2024**, **Qualified candidates will be contacted.**