



JOB DESCRIPTION (JD)

DEPARTMENT	HUMAN RESOURCES
POSITION	HUMAN RESOURCES EXECUTIVE
REPORTING TO	HUMAN RESOURCE MANAGER AND NATIONAL CLINICAL DIRECTOR

POSITION SUMMARY:

The HR Executive will manage a wide range of HR functions, including recruitment, payroll, contract management, expatriate visa and permit processing, professional registrations (MMC, APC, MQA), compensation and benefit. The role ensures compliance with statutory and regulatory requirements while supporting day-to-day HR operations and employee engagement initiatives.

DUTIES AND RESPONSIBILITIES:

You will at all times observe and carry out faithfully and conscientiously all duties and responsibilities that are assigned to you by your superior, and observe all discretion with regard to the information you acquire during your services with the Company, and thereafter if you leave its service.

Responsibilities:

1. Recruitment and Talent Acquisition:

- 1.1. Manage the full cycle of the recruitment process, including:
 - I. Drafting and posting job advertisements on appropriate platforms.
 - II. Screening resumes and shortlisting candidates for interviews.
 - III. Coordinating interviews with hiring managers.
 - IV. Conducting initial interviews and evaluating candidates.
 - V. Ensuring background checks and reference verifications are completed.
 - VI. Managing offer letters, employment contracts, and other documentation.
- 1.2. Work closely with department heads to understand their hiring needs and workforce planning.
- 1.3. Build and maintain a talent pool for future recruitment needs.
- 1.4. Develop strategies to attract quality candidates, including liaising with recruitment agencies and using social media channels for talent acquisition.
- 1.5. Conduct onboarding sessions for new hires and ensure they are well integrated into the university.

2. Visa and Teaching Permit Processing

- 2.1. Assist expatriate staff with visa applications, renewals, and cancellations, ensuring compliance with Malaysian immigration regulations.
- 2.2. Prepare and apply for teaching permits for academic staff, coordinating with the relevant authorities to ensure timely processing.
- 2.3. Act as the primary point of contact for expatriate staff on visa and permit matters.

3. Professional Registration

- 3.1. Manage and facilitate Malaysian Medical Council (MMC) full registration applications for academic staff, ensuring timely submission of documentation.
- 3.2. Assist academic staff with Annual Practising Certificate (APC) applications and renewals, in compliance with MMC regulations.
- 3.3. Maintain accurate records of MMC and APC statuses for all teaching staff and provide regular updates to management.

4. Payroll and Contract Management



RCSI - UCD MALAYSIA CAMPUS

RUMC**JOB DESCRIPTION (JD)**

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4.1. Assist in payroll processing by preparing accurate staff data, allowances, deductions, and statutory contributions.

4.2. Ensure timely issuance, renewal, and management of employment contracts in line with company policy and labour laws.

5. HR operations support:

5.1. Provide support in day-to-day HR operations such as employee relations, benefits administration, and employee data management.

5.2. Assist in maintaining accurate employee records, including the timely update of staff movements, personal details and contract changes.

5.3. Support the HR manager and HR team in implementing HR policies and initiatives.

5.4. Participate in the organisation of employee engagement and welfare activities.

6. Compensation and Benefit.

6.1. Liaise with brokers and insurance providers on all staff insurance matters, including additions of new employees and terminations of coverage for departing staff.

6.2. Monitor and coordinate the renewal of company insurance policies, ensuring timely processing and compliance with company requirements.

6.3. Maintain up-to-date member listings for insurance coverage and ensure accuracy of staff records.

6.4. Track, record, and follow up on staff insurance claims to ensure smooth processing and resolution.

7. Other Responsibilities:

7.1. Prepare monthly and ad-hoc HR reports related to recruitment, visa statuses, and employee movement.

7.2. Assist in other HR projects as required by the HR manager.

7.3. Ensure compliance with all HR- Related legal and regulatory requirements.

7.4. To discharge any other duties, responsibilities and assignments for the benefit of RUMC from time to time not specifically mentioned here as directed by the Management.

This role is offered on a contract basis with the possibility of conversion to a permanent position, subject to performance and organizational needs.

JOB REQUIREMENTS:

1. Bachelor's Degree in Human Resource Management, Business Administration, or related field.
2. Minimum 2–3 years of working experience in HR, preferably in education, healthcare, or multinational environments.
3. Good knowledge of Malaysian Labour Law, Employment Act, and statutory requirements.
4. Advantageous to have exposure to MOHE requirements, Expatriate Services, MMC, MQA, and immigration processes.
5. Strong communication and interpersonal skills with the ability to interact with staff at all levels.
6. Proficient in Microsoft Office and HR systems.
7. Highly organized, detail-oriented, and eager to learn, with a positive and proactive approach to tasks.
8. Knowledge and experience in ISO standards and HR-related compliance will be an added advantage.