



Job Title: Assistant Director/Senior Manager (HR) – System, Performance Management, Learning and Development (18 months’ Contract)

About IPOS International

IPOS International (IPOS Intl) is a private limited company fully owned by IPOS, committed to building Singapore’s future growth as a global hub for intellectual property creation, protection and management. We serve the public sector, investors, private enterprises, not-for-profits, service providers and individuals through patent search and analysis, training and IP management services. Together, we amplify creativity and enable innovation, to realise tangible economic and social value from intangible assets.

Job Responsibilities

The Human Resource Department plays a pivotal role in attracting, nurturing and retaining talent to ensure that IPOS International continues to be a competitive employer. Reporting to the Deputy Director of Human Resources, the candidate is empowered to manage the Human Capital Management (HCM) system, Performance Management, and Learning and Development functions to support and deliver effective people-based solutions and services. These include but are not limited to the following:

HR Management System

- Manage the full HCM system project from HR requirement gathering, technical specification development, procurement, through implementation, change management, acceptance testing and post-implementation support.
- Lead the HCM purchase process and implementation for all modules including integrating the HR core system with modules from recruitment, onboarding, learning & development, performance management, leave management, claim management to offboarding.
- Review processes and procedures, manage changes and maintain documentation.
- Work with key stakeholders for this project such internally HR, FIN, HODs and externally with vendors to ensure the system is implemented accordance to specifications and within schedule and timeline.
- Identify potential risks and proactively manage issues.

Performance Management

- Support the full spectrum of performance management functions, processes, and related initiatives.
- Assist in the annual performance ranking and promotion review exercise.



- Design and deliver briefings and communications to HODs and employees to advocate good performance management practices aligned with the overall talent development strategy.
- Oversee the administration of the Performance Management Systems.
- Be the functional expert to translate overall performance management frameworks and policies to system requirements and setup.

Learning & Development

- Review and improve professional competency development framework which describes the expected competencies required of different roles across different career paths and schemes, and organisation units.
- Understand individual and organizational development needs and develop effective learning strategies and system, development plans and programmes to address them.
- Work with internal stakeholders and subject matter experts to build, align, and implement learning and career paths for all roles.
- Source, manage, and collaborate with external consultants to support the creation and delivery of key development programs.
- Measure the effectiveness of learning and development initiatives and programs, communicate findings, and continually improve.
- Optimize the organization's use of the Learning Management System and Learning Platform.
- Work with organizational leaders to foster a culture of learning, coaching and development.
- Oversee the administration of the Learning Management System and Learning Platform.
- Be the functional expert to translate overall learning management frameworks and policies to system requirements and setup.

Overall HR

- Streamline processes continuously to improve operation efficiency.
- Participate in review and implementation of new company/HR policies and initiatives.
- Participate in HR projects and perform any other tasks that may be assigned to you.

Are you the one? Please write to us if you have/are

- Degree, preferably in Human Resource Management or Business Studies
- At least 5 - 8 years' experience in HR management with significant experience in Learning & Development, Performance Management and HR Systems.
- Excellent project planning, organization, and implementation skills.
- Good interpersonal, verbal and written communication skills.
- Expertise in sourcing and managing external consultants, learning management systems, and digital learning tools.



- Experience in procurement process and decisions based on a budget will be an advantage.
- Possess good understanding of HR user requirements. Prior hands-on experience in managing and deploying HR system will be an advantage.
- Proficient in Microsoft Office Applications, especially Excel.
- A meticulous, resourceful and good team player.
- Proactive, analytical and with ability to work independently.

To apply for this position, please email your CV to careers@iposinternational.com or go to this link <https://impress.ai/html-widget/chat-widget/dd9b57ac-c2c1-4651-b1d6-3d5640de4f11/>

