

Organizational Development (OD) Manager

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Company: DIMENSIONS

Location: Mecca

Category: life-physical-and-social-science

Job Description

Organizational Development (OD) Manager

The Organizational Development (OD) Manager plays a vital role in developing and implementing strategies and initiatives to enhance the effectiveness and efficiency of the organization. They are responsible for driving organizational design, talent management, performance management, and employee engagement.

Responsibilities :

- Develop and deploy organizational strategies that align with the company's vision and objectives.
- Design and implement effective organizational structures, workflows, and lines of authority.
- Establish and manage an authority matrix to define decision-making responsibilities.
- Develop comprehensive and accurate job descriptions for all positions.
- Conduct job evaluations and ensure appropriate job levels and compensation structures.
- Develop and maintain a master grading structure and salary scale.
- Design and implement long-term incentive programs to attract and retain top talent.
- Develop and administer short-term incentive programs to motivate and reward high performance.
- Create and manage a comprehensive table of benefits.
- Ensure compatibility and consistency between different grading structures.
- Communicate and cascade organizational strategies and goals to departmental and employee levels.

- Set Meaningful Key Performance Indicators (KPIs) for individuals and departments.
- Develop and maintain an effective performance management system.
- Conduct learning and awareness sessions to promote the use of the system.
- Monitor the implementation of HR initiatives to ensure smooth and valuable execution.
- Implement and manage a talent management system.
- Lead initiatives to measure and enhance employee satisfaction, wellbeing, and engagement.
- Develop and maintain an HR Policies and Procedures manual.

Requirements :

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in organizational development, talent management, and performance management.
- Strong knowledge of HR policies, procedures, and employment laws.
- Excellent analytical, problem-solving, and decision-making skills.
- Effective communication and interpersonal skills to collaborate with stakeholders at all levels.
- Ability to handle multiple projects and prioritize tasks effectively.
- Strong leadership and team management abilities.
- Proficiency in HRIS and performance management systems.
- Certification in relevant HR programs (e.g., SHRM-SCP, CIPD).

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