Deputy of Human Resources and Research

Introduction

position: Deputy of Human Resources and Research Father's name:mirza Hossein Place of birth: Khorramabad Phone: 06633300669 Fax: 06633200669 Internal: 208 Email: <u>manabeensani@abfalorestan.ir</u> Work address: Khorramabad - Bahman Square - Valiasr St. - North Shahid Shafipour Boulevard - next to the Municipal Cooperation Organization

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University name	Field of Study	degree of education	

work experience

Up to date	from	Service location	Position

Experimental records and training course

course title	Row
	1
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Membership in committees or working groups

Title of committee or working group	Row
	1
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Areas under supervision

Internal	Side	fi	
218	Director of the Office of Information Technology and	6	
	Electronic Government Development		
	Director of the Office of Management Development and Research	r	
231	Welfare and Affairs Personnel of Office the of Director	a	
265	Director of the Office of Human Resources Education	Α	
	218	218Director of the Office of Information Technology and Electronic Government DevelopmentDirector of the Office of Management Development and Research231Welfare and Affairs Personnel of Office the of Director	

Duties

- 1. Re1.gistration and updating of the database of service sector employees
- 2. Planning for training and empowerment of official and service staff
- 3. Supervising the implementation of job classification in service companies
- 4. Supervise the issuance of personnel judgments
- 5. Preparation and regulation of detailed general organization and supervision of its implementation
- 6. Planning and needs assessment of human and educational manpower in order to attract and transfer and upgrade the scientific level of employees and increase productivity
- 7. Carrying out matters related to the job classification and evaluation plan and the payment system and supervising the implementation of the evaluation system of the staff and units of the deputy

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- 8. Investigating the financial capacities, executive and personnel facilities in order to perform the necessary priorities in formulating the company's programs.
- 9. Monitoring the registration and updating of the HRS system
- 10. Supervision, Estimation and Retirement Services of Employees Planning and supervision of insurance services of employees
- 11. Planning and monitoring sports and staff health
- 12. Performing the duties and responsibilities of the Secretariat of the Organizing and Job Classification Committee