

HR Strategic Plan

2019-2022

University of Ammar Telidji. Laghouat, Algeria





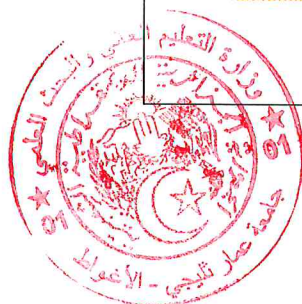
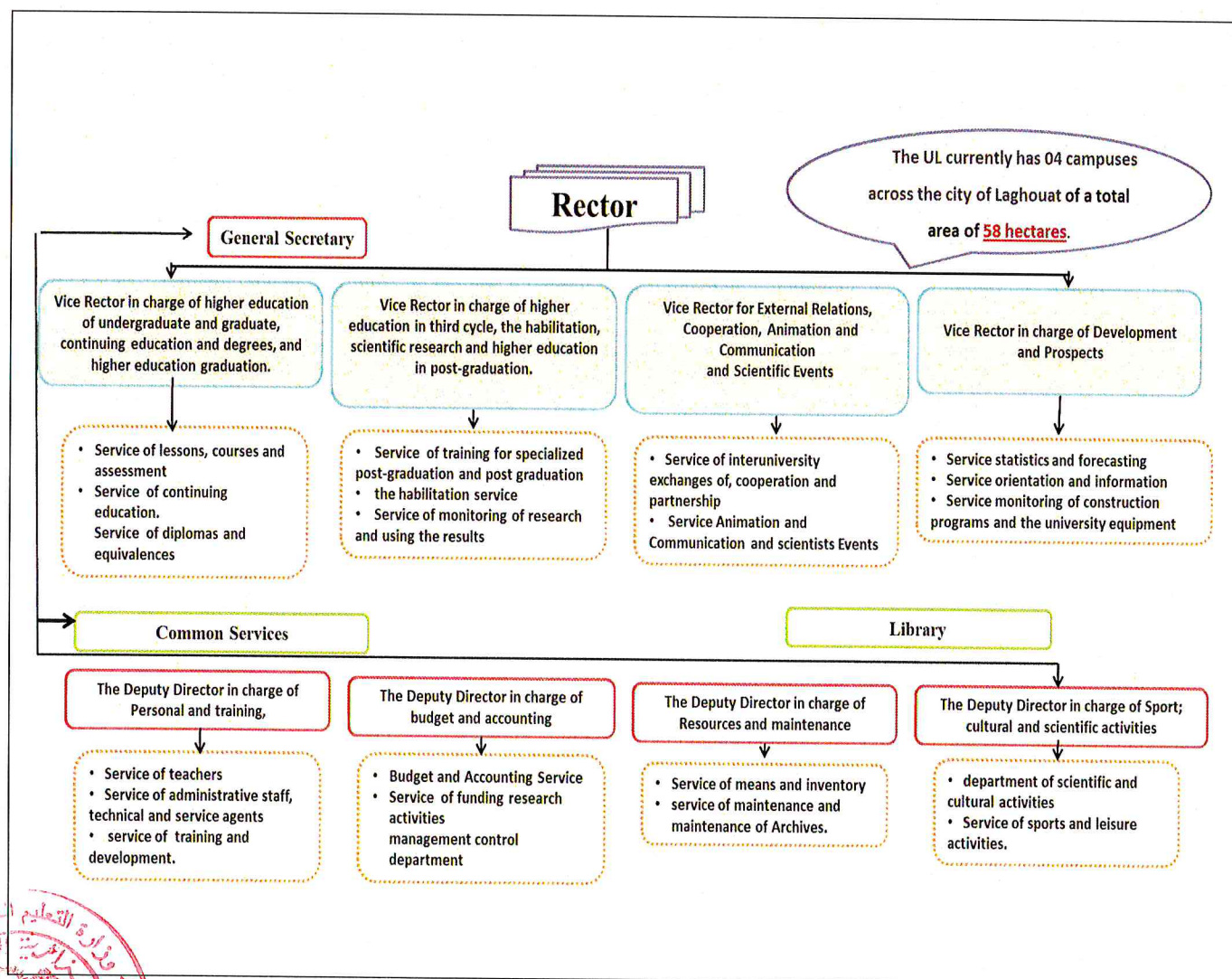
Executive Summary

University Amar Telidji of Laghouat (Algeria) is a public institution with a professional, scientific and cultural character, under the supervision of the Ministry of Higher Education and Scientific Research, whose mission is the management of the faculties, major projects and promotion of administration in a more effective tool. In addition to the General Secretariat (administrative and financial structure consisting of four (04) under directions), the Central Library and common services (network center - printing center- Multimedia center...), today the university consists of :

- 04 Vice-Rectorate,
- 09 faculties
- 01 Institute
- 34 departments
- 24 research laboratories

Human Resources department (sub-direction) is responsible for providing support in the various human resource functions, which include: staffing, training and development, performance monitoring and employee counselling.







HRM: Overview of the Current state

HR division Overview:

Concerning Staffing function: it is based on the principal law of the public sector (**Order 06/03**), by trying to combine and harmonize what have been stipulated in the law and modern processes of recruitment and selection.

Concerning HR planning: by applying the Annual plan of HR management each year, and try to predict the needs of HRs, the HR planning focuses on how to align the future needs of HR with the actual policy of the University, and analyze the gap to prepare for other decisions (Staffing, Training, Rewarding,...etc.)

Concerning Training and Development: the HR Department ensure the development of their HRs for either Staff and non-staff employees, it offers ambitious training programs inside and abroad, and look forward to make national and international agreements with Universities and Vocational training centers.

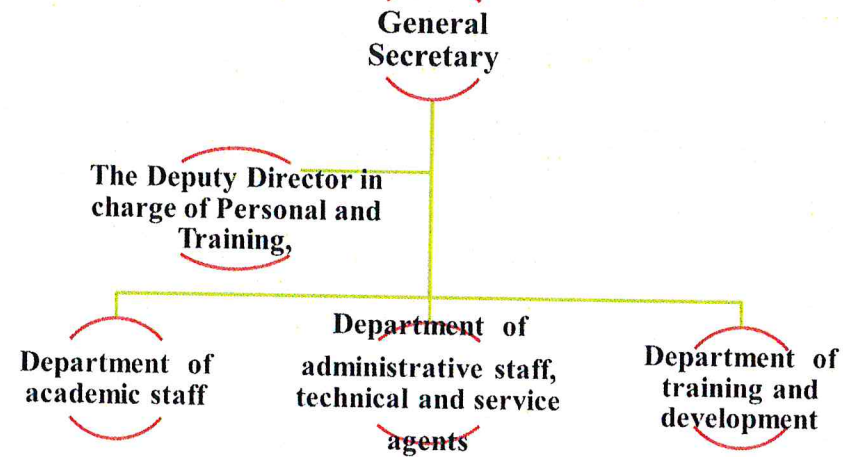
Concerning Reward Management: the policy of Reward our university follows is based especially on the salaries greed adopted by the ministry of higher education and scientific research, the HR department tries to apply fairly what are stipulated in the greed (Presidential decree 10/315) and aligned with the ministry of HE and Scientific Research.

Concerning HR Performance Appraisal: The HR department apply the procedure of Performance appraisal of their HRs in the following cases:

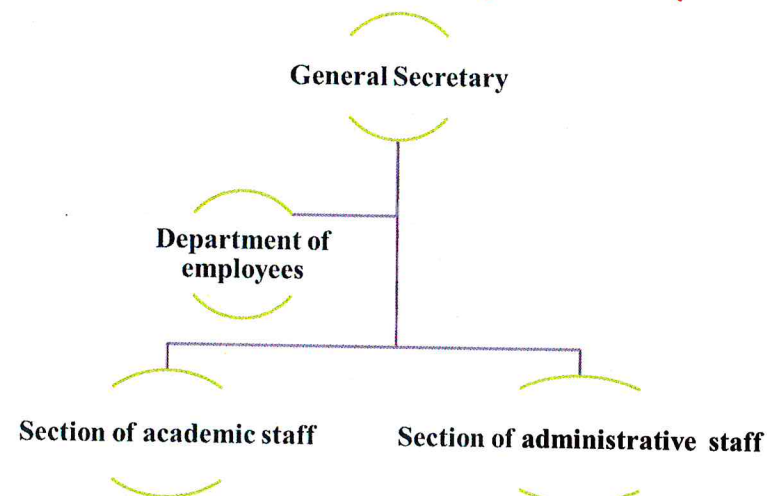
- In the **Selection** of new staff (by apply some modern tools to select the best of the candidates. E.g. competency-based interview);
- **Horizontal promotion:** which means professional experience indemnity, that each employee benefices of it each 2.5 (short period) or 3 (medium period) or 3.5 (long period) years of work)
- **vertical promotion:** which means an upward movement of an employee from one grade to another higher one: for the academic staff, the promotion is manifested in the basis of Diplomas or degrees (Doctorate, upper doctorate, professorship) and for non-academic staff we find two choices, the first is each 5 years of work in the basis of a professional exam, and the second for each 10 years in the basis of the seniority),
- **The determination of the performance bonus:** all employees either if they are academic or non-academic staff, they benefit of a bonus paid each 3 months,
- Based on a report filled by the direct responsible (deans, heads of departments, secretary-general of the faculty) about employee's attendance, the employee couldn't benefit of the whole salary if he/she absents without justification, where the financial department could deduct from the salary the absent day(s).



Organization Chart of HR Department (Central Administration)



Organization Chart of HR Department (Faculty)



The operating context: Internal Environment

Number of staff

- **975 Academic staff**
- **1053 Administrative staff**
- **Number of student: 30056 students**
- **HR Department number of staff 40 persons**

Kind of decision making is centralized even with financial decision making

The operating context: External Environment

- **24 International agreements**
- **54 National agreements**

SONATRACH as an Oil Company and many services Enterprises



Vision, Mission and Values

Vision statement

We like to outsource our organizational structure and to make it more flexible.

Mission statement

تقديم خدمة تعليمية راقية بجودة عالية متكاملة ومنسجمة مع تقاليدنا وقيمنا، ندفعها بالطموح والمثابرة على التقدم والتحسين المستمر، وذلك لجعل جامعتنا منارة علمية للأبحاث والابتكارات من أجل صنع قادة المستقبل وخدمة المجتمع

Providing a Superior Educational Service with high and integrated quality, concordant with our traditions and values, boost it up with ambition and perseverance to continuous development, in order to make our University a beacon of research and creativity for future leaders' development and Society Serving.

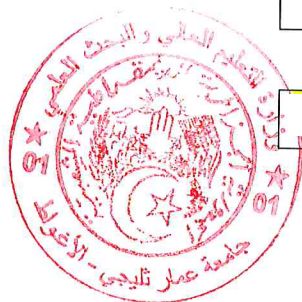




MISSION Formulation:

Offering good quality of leaders and young entrepreneurs
Ensuring high quality of pedagogical services
Ensuring a convenient environment of research and development

Both of Academic and non-academic staff (teachers and researchers, Administrative employees)
Students in different fields (Students at all degrees, scientific clubs...)
Students Associations and committees
The society
The labour market as a pool of competences demand





The main reason is to reach a high level of sustainable development of our society

Because. We consider the University is one of the important actor in the social economic environment.

Make the University as an exporter of competences and talents, and a partner of all the actors existed in the External Environment.

HRM Values

Training of HR. Preserve the social environment reflects the cultural organization.



Strategic Objectives for Human Resources

S Specific
M Measurable
A Attainable
R Relevant
T Time bound
And
E Evaluate
R Reevaluate

The most important actionable results are:

1. By 2022, attaining the University in the Top 10 National Universities in the country,
 2. By 2022 attaining and realizing the indicators of Assurance Quality Guideline, Obtaining modern and accurate Human Resources Information System in the next 4 years (2022), and developing the existed ones,
- Achieving the training plans of the next 4 years (2022): by ensuring the continuity of the training programs for both of the Academic and non-Academic staff, and emphasizing the internal training workshops,
- Filling the gap of Competences needs by implementing a Staffing Strategic plan by 2022.





ACTION PLAN

OBJECTIVE 1 TRAINING FIELD

<i>Title action</i>	<i>Responsible unit</i>	<i>Indicator(s) / KPI(s)</i>
1.1 training new hired teachers before nomination	Experts and ancient professors	All the new hired teachers
1.2 training the administrative staff each 6 months according to the scheduled table of training program	Erasmus + team	
1.3 training the Academic staff abroad	Auto training	60 percent by the teachers
1.4 training Assurance Quality Cell members	The Responsible of Ass Quality Cell (RAQ)	According the demande
1.5 training and enriching knowledge of the Academic staff concerning the new standards of Assurance Quality in the pedagogic field	Assurance Quality Sub-Cell members in each Faculty	Once a year
1.6 training the staff of HR department about the best practices in HR functions (The interview process)	HR department Responsible + Erasmus + team	Each 6 mouth
1.7 Training the HR department Staff for	HR department Responsible +	3 times: before during and after obtaining the software





the new HR software obtained from Rise Project	Center of Computer Department	
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OBJECTIVE 2 RECRUITMENT FIELD

Title action	Responsible unit	Indicator(s) / KPI(s)
2.1 Preparing the HR management plan annually (plan de Gestion)	HR department Responsible	One a year
2.2 Studying the real needs of HRs by aligning it with the strategy of the University	HR department	Checking once a year
2.3		

OBJECTIVE 3 HRIS (HUMAN RESOURCES INFORMATION SYSTEM)

Title action	Responsible unit	Indicator(s) / KPI(s)
3.1 Developing the accurate programs of different apps of HR management	Centre of Computer Department	Should develop all 6 months
3.2 wide spreading the HR applications in different sub-HR departments in faculties	HR department + Deans	At the beginning of the academic year
3.3		



Pr.BENBERTAL Djamel
Rector

امضاء: بن برتال جمال