

2019-2022

University of Monastir



Executive Summary

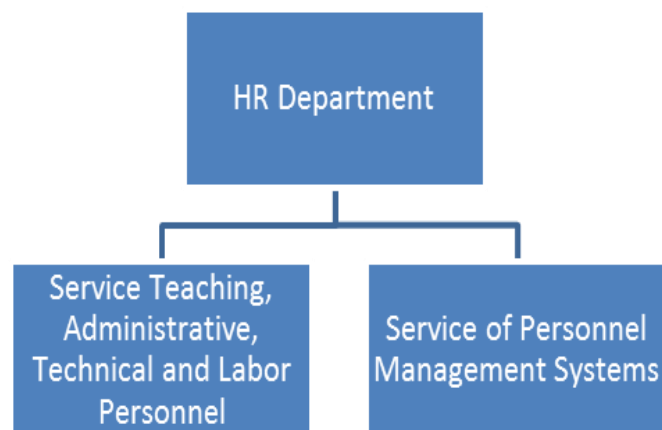
University of Monastir is a young administration, it is created in 2004. Its employees are new recruitment so young and productive. The working conditions are developed by the strategy of the President, who try to give his University a strategy harmonized with the national one and to contribute to a better railway with great people, great place to work and delivering high performance. The HR function is accountable to the President for maintaining the appropriate governance structures and providing assurance.

HRM: Overview of the Current state

HR division Overview:

The main activity of human resources department are :

- *Recruitment of teaching staff
- *Recruitment of administrative staff
- *Training
- *Payment of salary
- *Promotion



The operating context: Internal Environment

The performance and efficiency of the Human Resources (HR) team is of critical importance to the University community. In addition, a high performing HR team is an essential component in ensuring that the University can compete for talent both in Tunisia and globally. For those that are thinking of furthering their career in Monastir university, it is critical that their first interactions with the University, often through the HR team, demonstrate the excellence we aspire to. As colleagues progress through their careers here, their interactions with HR Services are many and varied. As a team, we strive to give the best possible service and our transforming service and partnership objective will help us attain this ambition.

To help our people grow and develop we introduce a number of initiatives, which will support the achievement of a performance and development culture. This is a culture in which regular and ongoing feedback is the norm and supports individual performance and development.

The Human Resource Management System of Monastir University is a form of HR software that combines a number of systems and processes to ensure the easy management of human resources processes and data. Human Resources Software is used to combine a number of necessary HR functions, such as storing employee data, managing payrolls, and recruitment processes.

The operating context: External Environment

The external environment has a significant impact on the policies of human resources management of the University of Monastir. It helps to determine the values, attitudes, and behavior that employees bring to their jobs. This is why many organizations engage in environmental scanning, which involves analyzing the environment and changes occurring within it.

Vision, Mission and Values

Vision statement

The purpose of the HR function is to support the university to meet objectives through our people to:

- Deliver high performance
- Have great people
- Be a great place to work.

This is delivered through a range of services to support these three areas.

The function is a center of expertise on people and employment as well as having university based HR support as part of leadership teams delivering the services within each business area to :

- * Continue our strong service culture and work collaboratively in enhancing the value it brings to the university.
- * Celebrate together and acknowledge our achievements and our challenges, our joys and our sorrows.
- * Increase our understanding of and commitment to a diverse and inclusive workplace.
- * Develop and implement a set of human resource metrics to inform our decisions and those of the leaders we support.
- * Champion the belief that people are our business, and the reason we choose to work in HR.

Mission statement

Our mission reflects our belief that our HR role is deeper than enabling people through services.

We believe we inspire and support people in implementing positive practices, which build a community dedicated and prepared to fulfil the goals of the university.

The HR function already delivers support and services within each of the priority areas identified.

MISSION Formulation:

By being progressive in our approaches, responsive to our community and clients, and taking ownership of challenges.

Our vision reflects our belief that our role is integral in sustaining a vibrant and diverse scholarly community, which values learning, social and personal development, embraces challenge and is committed to the respectful debate of ideas and views. As we inspire and support people in creating a welcoming, engaging and inclusive workplace, we build a community, which attracts, retains and develops people who will enable the university to fulfil its mission and strategic goals.



The Human Resources team at the University is committed to supporting the three major strategic goals of the University:

- * To provide the best undergraduate education in Tunisia
- * To be a leader of social, cultural, economic, and environmentally responsible development in country
- * To be innovative, entrepreneurial, and accountable in achieving our goals.

In responding to these goals, Human Resources upholds the vision and values set out in the University of Monastir on Human Resource Development and Management.

Thus in support of the University's mission and strategic objectives, our Human Resource mission and vision is to inspire and support people in creating a welcoming, engaging and inclusive workplace.

The key to the success of any business is building the right team at the right time, so it should be take a planning of finding, recruiting and selecting the group to Develop and support performance management best practices, such as strength based performance reviews and other measures, which support employees in achieving professional goals, career advancement and job enrichment.

To provide high quality professional HR, Development and Health Safety & Wellbeing services, which are fit for purpose, add value and support the delivery of the University's objectives.

The Human Resources team at the University is committed to supporting the major strategic goals of the University:

- To provide the best undergraduate education in Tunisia
 - To be a leader of social, cultural, economic, and environmentally responsible development in country
 - To be innovative, entrepreneurial, and accountable in achieving our goals.
- Our Human Resource mission and vision is to inspire and support people in creating a welcoming, engaging and inclusive workplace.

- we encourage participation and openness;
- we encourage creativity and innovation;
- we support academic freedom and respect diverse points of view;
- we provide equal opportunities for all staff and students to achieve their full potential;
- We apply the best ethical standards in everything we do.

The strategy will be reviewed annually to ensure it remains aligned with our vision and emerging priorities.

HRM Values

The Human Resources team is an advocate for our workplace vision by example and through the guidance and support, we provide. We understand that university managers at all levels are responsible for leading and managing their staff. Our role is to work with them in strategic partnership, supporting them in carrying out their HR management responsibilities. Our HR teamwork, decisions and actions are guided by the principles of :

- Service: by being progressive in our approaches, responsive to our community and clients, and taking ownership of challenges.
- Community: by being engaged, welcoming diversity of all kinds, and by personally contributing to a positive working and learning environment.
- Integrity: by being honest, reliable, ethical, and by following through on commitments.
- Caring: by recognizing the importance of each individual, listening with both mind and heart, acting with compassion, and expressing appreciation.
- Excellence: by setting our service standards high and being accountable for the quality of our service.
- Collaboration: by seeking and strengthening strategic partnerships with our clients, and by aligning **what we do with their HR needs**.
- Communication: by demonstrating respect in our actions and our written and verbal communications, addressing issues directly and constructively, and sharing information our partners need to carry out their responsibilities.

Strategic Objectives for Human Resources

To realize our mission and vision as a department, our strategic objectives and the strategies we will pursue to achieve these objectives are to:

Attract and engage outstanding employees:

Attract and foster the dedication and loyalty of employees through competitive and flexible compensation packages, professional development opportunities and improved internal communication.

Retain and develop our employees :

Develop and support performance management best practices, such as strength based performance reviews and other measures which support employees in achieving professional goals, career advancement and job enrichment .

Foster and develop leadership across university

Foster leadership skills in both academic and administrative units through in house education and training courses; and promote and facilitate external professional development

Facilitate a vibrant, engaging and diverse university workplace:

Lead in fostering an inclusive community by embracing the values of equity and diversity, promoting inclusion and respect for all people, and providing equitable access to services and opportunities.

Lead through adopting HR professional best practices :

Work together to build our capacity to be engaged, flexible, resilient and knowledgeable about best practices in our field.

ACTION PLAN

OBJECTIVE 1 *Anticipation and adaptation of human resources needs*

<i>Title action</i>	<i>Responsible unit</i>	<i>Indicator(s) / KPI(s)</i>
<i>1.1 Estimate quantitatively human resource needs workforce</i>	<i>DRH</i>	<i>finance law 2019</i>
<i>1.2 Estimate of prospective needs(intersectoral approach, medicalization, retirements)</i>	<i>DRH+director</i>	<i>Statistical tools and surveys</i>
<i>1.3 Communication and exchange on needs with institutions</i>	<i>Director + assistant director</i>	<i>Regional partnership production a study on the need for skills and trades for the higher education sector</i>

OBJECTIVE 2 *Support and accompaniment institutions in their HRM and managerial practices*

<i>Title action</i>	<i>Responsible unit</i>	<i>Indicator(s) / KPI(s)</i>
<i>2.1 Support institutions in developing the definition of strategies human resources</i>	<i>DRH+director</i>	<i>Repository of skills for the exercise of the supervisor proximity in higher education</i>
<i>2.2 Consolidate the HR function and proximity manager</i>	<i>director</i>	<i>Provision of tools and of experiences: dissemination of returns experiences (toolbox on the DRH site of the university)</i>
<i>2.3 Favor the exchanges of existing HR systems and practices,promote access to tools</i>	<i>assistant director</i>	<i>Communication plan with training organizations</i>