



## SCHEME OF SERVICE

**Post:** Human Resource Officer / Senior Human Resource Officer

**Salary:** Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 (TA 15)

**Qualifications:**

A. A Diploma in Human Resource Management or Personnel Management from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should-

- (i) reckon at least three years' experience in Human Resource Management;
- (ii) have a sound knowledge of policies, rules and regulations relating to the management of human resources in the Public Service;
- (iii) possess good analytical, problem solving skills;
- (iv) possess good interpersonal and communication skills; and
- (v) be computer literate

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:** To provide human resource management services in line with approved human resource policies and strategies.

**Duties:**

1. To advise on human resource matters in accordance with rules and regulations.
2. To draft and process schemes of service pertaining to the Authority.
3. To act as Member/Secretary of Boards and Committees relating to human resource matters.
4. To ensure that procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
5. To ensure the smooth functioning of the Human Resource Section of the Authority.
6. To prepare briefs of case relating to Industrial Dispute and to attend Court/Tribunal and other related institutions in respect of cases relating to human resources matters and ensure proper follow-up action.



7. To assist in the preparation of Human Resource proposals in the context of budgetary exercise and conduct of Human Resource Planning/assessment exercise.
8. To deal with all human resource matters, including recruitment, appointment, promotion, retirement, discipline and training.
9. To keep an updated digital database system for records of all employees and to monitor the attendance of officers in line with established guidelines.
10. To supervise and provide proper guidance and coaching to subordinate staff.
11. To establish systems and procedures for effective implementation of Performance Management System in the organisation
12. To assist in the promotion of good employee relations, staff welfare, a healthy and safe working environment.
13. To assist in –
  - (a) The determination of the human resource needs of the Authority in terms of number, grading and level of responsibility through training needs analysis; and
  - (b) The keeping of staff requirements under constant review through job inspection, deployment and placement of staff and regular manpower assessments.
14. To ensure that proper and up-to date records of employees are kept on training, leave, discipline and other human resource matters.
15. To ensure –
  - (a) well-defined disciplinary procedures are established;
  - (b) conflicts and employees' grievances are promptly attended to at all levels through negotiation and discussion; and
  - (c) the promotion of good employees' relations and the taking of prompt action to settle grievance and conflict.
16. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
17. To use ICT in the performance of his duties.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Human Resource Officer/Senior Human Resource Officer in the roles ascribed to him.



**Note**

The Human Resource Officer/Senior Human Resource Officer will be required to work outside normal working hours including Saturdays and Sundays.

**Approved by Board on 22 June 2023**

