



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Human Resource Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER	
BRANCH:	Corporate Services
SECTION:	Human Resource Management and Administration
REPORTS TO:	Manager, Human Resource Management & Administration
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE SECTION:

To provide the Local Authority with support functions of human resource management and administration, documentation management and access to information, general administration, security as well as property management and administration in creating an efficient and effective service delivery organization, with well-trained and customer-focused staff..

2. JOB PURPOSE

Reporting to the Director, Human Resource Management and Administration the Human Resource Officer, is responsible for performing a range of human resource management activities to support the attraction, development, retention and separation of employees in accordance with the established policies and procedures to meet the authority's strategic objectives

3. KEY OUTPUTS

- Performance management records maintained
- Leave records maintained
- Information on HR policies and procedures disseminated
- Job letters prepared
- Recruitment and selection exercises facilitated
- Benefits administered
- Orientation and induction programmes conducted
- Employee records maintained.
- General correspondence and reports prepared

4. KEY RESPONSIBILITY AREAS

- Supports administration of the Performance Review System by disseminating information, forms and reminders, compiling and maintaining records, ratings and statistics.
- Assists with coordination of training, succession planning and career pathing activities
- Supports the recruitment and selection process by:
 - preparing advertisements, and once approved, placing them on the intranet and in the media
 - arranging interviews, including preparing interview documents, ensuring rooms are booked, and contacting interviewees/interviewers;
 - compiling final score sheets;
 - arranging for background checks to be carried out on job applicants;
 - preparing job offer and refusal letters, and standard employment contracts;
 - preparing documents for payroll processing;
 - Conducting/co-ordinating out induction activities e.g. orientation, as per the established programme

- Disseminates information on the Corporation's Human Resource Policy and Procedural Manual, responds to routine queries and refers other matters to the Manager Human Resources.
- Maintains employee personal files and general files within established records management parameters.
- Administers the processes relating to employee benefits, this includes: leave, health care; pension; life insurance ensuring that required information is disseminated, forms distributed and accurate records are maintained.
- Processes employees' requests for information/assistance, such as job letters
- Plans and organizes staff functions/events.
- Organizes meetings/appointments for the Manager Human Resources and accordingly, prepares agendas, attends meetings, records minutes and circulates the minutes as required; follows up on or assists with the implementation of meeting decisions.
- Requests and maintains office supplies for the unit.
- Prepares, as necessary, first drafts of letters, general correspondence/memoranda, e-mails and reports in regards to routine matters.
- Types letters, memoranda, reports and other documents as required
- Researches and compiles information as required.
- Receives and dispatches internal and external correspondence for the Section
- Maintains electronic and physical files for the Section.

Other Responsibilities

- Performs other related duties as assigned by the Director, Human Resource Management & Administration.

5. PERFORMANCE STANDARDS

- Performance management documentation and reminders issued on a timely basis
- Accurate records, including performance ratings maintained in accordance to established standards and procedures
- Employee records are updated within established time frame and accord to established standards.
- Leave computations completed and applications processed in accordance with established standards and procedures.
- Employee requests for benefits processed on a timely basis.
- Contributions to training needs analysis, succession planning and career pathing activities made in an accurate and timely fashion
- Reports are prepared accurately and within established timelines
- Employees are satisfied with the level of internal customer service provided - accuracy, timeliness of responses to requests
- Confidentiality, integrity and professionalism are exercised in the conduct of duties.
- Reports are accurate and comprehensive and submitted within the agreed timeframe
- Meetings attended and reports produced when required
- Work plans prepared in accordance with the agreed format and within the specified timeframe
- Implements designated programs to meet the needs of the organization

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

Contact (Title)	Purpose of Communication
Director, Human Resource Management & Administration	<ul style="list-style-type: none">To obtain directives. To provide reports and information
Staff	<ul style="list-style-type: none">Liaise regarding human resource management matters

External Contacts

Contact (Title)	Purpose of Communication
HR Professionals	<ul style="list-style-type: none">Network, share best practices and other HRM information

7. AUTHORITY

- To handle and disseminate confidential information as directed by the Director Corporate Services or Manager, Human Resources

8. REQUIRED COMPETENCIES

- Sound oral and written communication skills
- Good presentation skills
- Sound judgement
- Ability to deal with sensitive situations
- Strong analytical and problem solving skills
- Strong customer relations skills
- Sound knowledge of Government HR procedures and processes
- Knowledge of Labour Laws and Industrial Relations practices
- Confidentiality
- Integrity
- Comprehensive knowledge of computer applications

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Undergraduate Degree in Human Resources Development, Management Studies, Public Administration, Business Administration or related field from a recognized tertiary institution; plus
- A minimum of three (3) years working experience in human resource management, development or training, preferably in the public sector, in an organization of similar size and complexity.

- Professional training in the design and delivery of training programmes or related field.
- Equivalent combination of qualifications and experience.

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office conditions
- May be required to work beyond regular working hours.

