

PRIVATE SECONDARY EDUCATION AUTHORITY

Scheme of Service

- POST** : **HUMAN RESOURCE OFFICER**
- SALARY** : Rs 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 40800
- QUALIFICATIONS** : A. A Diploma in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Board
- AND
- B. Candidates should -
- (i) have a good knowledge of policies, rules and regulations relating to the management of human resources;
 - (ii) possess good interpersonal and communications skills;
 - (iii) possess good analytical and problem-solving skills; and
 - (iv) be computer literate
- Candidates should produce written evidence of knowledge claimed.
- ROLE & RESPONSIBILITIES** : To provide human resource management services in line with approved human resource strategies, policies, procedures, rules and guidelines.
- DUTIES** : 1. To provide advice in accordance with standing rules and regulations on matters relating to the management of human resources.
2. To assist in the implementation of human resource policies so that all officers are treated fairly and equitably.
3. To review staffing requirements in terms of number of staff and skill levels through regular manpower assessments.
4. To assist on the determination of human resource needs in terms of number and levels of responsibility through proper planning and forecasting and to prepare budget proposals.
5. To assist in the development of organisation design and work procedures.
6. To draft and process Schemes of Service.
7. To provide support in the implementation of the Performance Management System.

8. To assist in the identification of training needs and in mounting appropriate training courses.
9. To assist in the implementation and maintenance of an up-to-date Human Resource Management Information System.
10. To monitor the attendance of officers in line with established guidelines.
11. To supervise and provide proper guidance and coaching to junior staff in the Human Resource Division.
12. To promote good employee relations and staff welfare.
13. To act as member / secretary of boards and committees relating to human resource matters.
14. To attend to Court / Tribunal in respect of cases related to human resource matters and to ensure proper follow-up action.
15. To use ICT in the performance of his duties.
16. 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 in the roles ascribed to him.