PRIVATE SECONDARY EDUCATION AUTHORITY

PROPOSED SCHEME OF SERVICE

POST: Human Resource Management Officer

SALARY: Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 – 62700

QUALIFICATIONS:

A. By selection from among candidates who –

i. possess a degree in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Board.

ii. reckon at least two years' post qualification experience in the field of Human Resource Management; and

iii. are computer literate

Candidates should –

i) be fully conversant with human resource policies, rules, regulations, practices and related legislation for the Public Sector and the latest trends in human resource management.

ii) possess good leadership and strong communication, interpersonal and negotiating skills;

iii) possess good problem-solving skills and the ability to analyse complex human resource matters;

iv) have the ability to work in a multi-disciplinary team; and

v) be capable to work under pressure and meet tight deadlines.

Candidates should produce written evidence of experience and knowledge claimed.

ROLES & RESPONSIBILITIES: To be responsible to the Director for providing professional human resource services as well as co-ordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Authority.

DUTIES:

In respect of PSEA & Private Secondary Schools,

1) To advise on all matters relating to human resource strategies, policies, practices and procedures appropriate for achieving PSEA’s corporate goals and objectives.

2) To implement human resource strategies, projects, policies and practices.

3) To provide support in making the most effective use of human resources.

4) To ensure that Human Resource policies, rules, regulations and procedures are properly interpreted and consistently applied.
5) To deal with matters relating, leave, recruitment and selection of employees, including appointment, promotion, retirement, training, discipline etc.

6) To assist in the determination of the entitlement of the school in terms of human resources.

7) To address related HR issues of staff of private secondary schools.

8) To draft schemes of service and revise existing ones so as to meet organizational needs.

9) To facilitate the promotion of staff welfare and a healthy and safe working environment.

10) To facilitate and ensure the implementation of the Performance Management System.

11) To promote employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion with parties concerned.

12) To attend Court, Tribunal and Meetings regarding matters of industrial disputes.

13) To supervise and provide proper guidance and coaching to subordinate staff.

14) To conduct Training Needs Analysis and assist in the mounting of appropriate training courses.

15) To act as Secretary in Meetings relating to human resources matters.

16) To ensure that up-to-date personal records of all employees including records on absenteeism, sickness and punctuality are kept.

17) To prepare the annual HR Budget proposal.

18) To use ICT in the performance of his duties.

19) 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 Management Officer in the roles ascribed to him.