

## JOB DESCRIPTION & SPECIFICATION

**Job Title:** Director, Human Resource Management

**Post Number:**

**Job Level/Grade:** GMG/SEG 3

**Division:** The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

**Reports to:** Director, Human Resource Management and Development

**Direct Reports:** (1) Senior Human Resource Officer (Employee Relations); (2) Human Resource Officer (3) Human Resource Officer (Staffing) (4) Administrative Assistant 2; (5) Human Resource Administrator (PEPAS); (6) Records Officer 1

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This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

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Accountant General

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Date

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Date received in Human Resource Unit

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Date created/revised

## **1. STRATEGIC OBJECTIVES**

The Corporate Services Division is responsible for providing essential services to the other divisions to support the successful execution of the core Treasury functions of the Department. This Division has responsibility for human resource policies, procedures, and advice to guide management and staff; and to facilitate organizational development which includes the review and re-design of business processes. It is also responsible for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance. The Division is also responsible for effective employee and industrial relations, a comfortable work place and facilities, and occupational health and safety. It facilitates the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; and provides customers and stakeholders with high quality information and service. The Division manages the finances of the Department, which includes procurement management.

This division operates on the authority of the Financial Administration and Audit Act, the Public Service Regulations 1961, the Public Sector Staff Orders 2004, the Official Secrets Act, the Access to Information Act, the Corruption Prevention Act, and various other enactments.

## **2. JOB PURPOSE**

Reporting to the Director Human Resource Management and Development, the Human Resource Manager is responsible for development and implementation of a comprehensive Human Resource Management Plan and related activities that supports the hiring and retention of staff, in keeping with the approved HR Strategy for the Department.

### **Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To ensure the development and implementation of a comprehensive Human Resource Policy and Procedures manual, and facilitate the dissemination, interpretation and application of same
- To recruit and hire qualified and competent staff in keeping with the approved Human Resource Strategy of the AGD
- To facilitate, coordinate, and administer staff movements – promotions, transfers etc.
- To provide Human Resource Management advisory services to management and staff
- To ensure the efficient and effective provision of personnel and human resource administrative services to management and staff
- To ensure the efficient and effective administration of employee benefits
- To provide the requisite manpower statistics and HR reports to facilitate decision making
- To ensure the maintenance of a current employee database
- To ensure the AGD's compliance with all applicable Employment and labour laws including the Staff Orders

### 3. KEY OUTPUTS

- Qualified staff hired and appointed
- Staff movement is facilitated and related records/database updated
- Employment records maintained and database current
- Payroll records verified and Management Information System updated
- Human Resource policies and procedures proposed
- Human resource/personnel administrative management services are provided in a timely manner and within agreed service standards
- Employee benefits are efficiently and effectively administered within agreed standards and within stipulated timeframe
- Accurate Manpower/Human Resources statistics are provided within the stipulated timeframe
- Annual, Quarterly, Bi-Annual and monthly reports, and Performance Appraisals are prepared to standard and submitted within stipulated timeframe

### 4. KEY RESPONSIBILITIES

#### *Technical*

- Provides the annual manpower/HR statistics for inclusion in the Corporate Plan/Operational plan;
- Prepares annual and monthly manpower/HR reports with recommendations for cost effective and productive staffing strategies
- Ensures that staff movements are consistent with manpower summary
- Manages the initial staff orientation process
- Coordinates the implementation of industrial relations decisions particularly with an emphasis on benefits.
- Manages communication to employees with respect to staffing, benefits and staff welfare.
- Ensures and or updates the Payroll System with current employee data;
- Provides advice on interpretation of human resource policies and procedure and practices.
- Facilitates and participates in the development and implementation of human resources policies,
- Participates in Strategic Planning for Human Resource Management section
- Facilitates the work of the Director, Human Resource Management and Development in implementing approved human resource management initiatives.
- Reviews and recommends the Human Resource Management Budget;
- Develops and continuously reviews the Human Resource Policy and Procedures Manual;
- Provides accurate and timely interpretation and application of Human Resource policies and procedures;
- Executes a comprehensive Human Resource plan to support the hiring, retention, Occupational Safety and Health and welfare of staff, within the guidelines of the Government's Human Resource policy and as stipulated in the Accountability Agreement between the Public Service Commission and the Financial Secretary;

- Monitors and ensures the Section's compliance with the relevant labour laws and maintains a conducive industrial relations climate;
- Coordinates the hiring of high calibre staff that match the requirements of the Department;
- Ensures that the required systems and procedures are in place for the quick retrieval of personal records and staff movements.
- Maintains effective working relations with external and internal (employee relations) stakeholders and clients, ensuring that the Section provides a consistently high level of service to them;
- Maintains customer service standards based on the AGD Customer Service Charter and approved Service Level Agreements.
- Maintains collaborative relationship with the Office of the Services Commission (OSC) in implementing and executing public sector human resource policies
- Prepares submissions and provides support to the Human Resource Management Committee
- Ensures the monthly preparation of a comprehensive staff listing, and availability to the relevant stakeholders
- Conducts review of the personal data on MYHR+ to ensure that the data is consistent with employees' personal files and are accurate.
- Ensures all documentation for processing employees for retirement are obtained, verified and submitted to the relevant authorities and by utilizing the relevant platform (PEPAS) at least twelve (12 months) prior to the commencement date of the employee's retirement.
- Conducts review of entries made on HR database (MYHR+) in respect of changes to monthly and fortnightly payroll in keeping with approvals from the Accountant General and the Office of the Services Commissions
- Conducts research and responds to audit observations/queries for the Unit
- Monitors and ensures employees' monthly service records are updated and on the Public Employees' Pension Administration System (PEPAS)
- Oversees the processing of applications for Deferred Pensions and Family Benefit Refund.
- Prepares and submits quarterly contributions to the Department's Newsletter.
- Writes and reviews Standard Operating Procedures for the Unit
- Leads in the smooth and efficient operation of the Section through the management of daily operations
- Establishes internal control processes required to manage human resource transaction services
- Meets or exceeds unit performance targets

#### Human Resources Management

- Plans, organizes and directs the work of Direct Report by overseeing the development of performance targets for the staff based on the Divisional Operation Plan;
- Ensures that Direct Reports have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;

- Recommends transfer, appointments/promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and collaborates with the Manager Training and Development to develop and implement Staff Development and Succession Plans for Direct Report to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes health and safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of Direct Reports and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Direct Reports as well as the wider staff are clearly identified and addressed;

#### Any Other Duties

- Any other related duty that may be assigned from time to time

### **5. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- Human Resource Management Plan is prepared according to agreed timelines, and guidelines and is aligned to Divisional and Corporate Strategic Plans
- Manpower/HR statistics/ reports are prepared in accordance with established timelines and standards
- Employment records are maintained manually and/or electronically according to established timelines and guidelines
- Payroll records are verified and database updated in accordance with established timelines, guidelines, Government standards and accounting conventions
- Annual, Quarterly, Bi-Annual and monthly reports, and Performance Appraisals are completed within agreed timeframe and in accordance with stipulated standards
- Qualified, competent, high performing staff are appointed in accordance with established standards and timelines
- Administrative human resource management services are provided in accordance with established guidelines and standards
- Confidentiality and integrity is maintained at all times

### **6. AUTHORITY**

- Advises the AG, executive and senior management team on Human Resource Management interventions.
- Recommends changes to work plans to ensure alignment.
- Recommends changes to business processes.
- Recommends corrective/improvement actions for the Department.

## 7. CONTACTS

### *Internal*

<i>Contact</i>	<i>Purpose</i>
Accountant General	Provides guidance and advice regarding Human Resource Management matters
	Provides guidance on matters relating to staff orders.
Deputy Accountant Generals, Senior Directors & Senior Managers	Provides guidance and advice regarding Human Resource Management matters
Strategic Planning, Performance Monitoring and Evaluation Unit	Receives information and participates in the strategic planning process.
Staff	Receives and provides information.
	Conducts training sessions.

### *External*

<i>Contact</i>	<i>Purpose</i>
Ministry of Finance and the Public Service	Receives and provides information.
MDAs	To coordinate matters relating to the transfer of staff
Former Employees	To receive and provide advice on pension benefits or Family Benefit matters

## 8. REQUIREMENTS FOR THIS JOB:

### a. Qualification and Training

Essential:

- A Bachelor's Degree from a recognized tertiary institution in the disciplines of Human Resources Management, Human Resources Development OR equivalent

Desirable:

- Evidence of continuing professional development in Human Resources Management;
- Formal training in Accounting or Finance

### b. Essential Experience and Knowledge:

- At least 5 years Post Qualification experience in Human Resource Management;
- At least 3 years of experience working at the supervisory level in Human Resources Management with at least 2 years in the public sector;
- In-depth experience in human resource management and data analytics
- General knowledge of Human Resource Management in the public sector

#### **a. Competencies**

The incumbent is a senior public servant who represents the Government at all times; a member of the management team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

##### **Core Competencies**

- Excellent Oral and Written Communication Skills
- Good Problem Solving and Analytical Skills
- Excellent Customer Focus Skills
- Results Focus
- Integrity

##### **Technical Competencies**

- Excellent knowledge of Human Resource Management Expertise
- Good knowledge of Project Management
- Good knowledge of Legislations, Policies and Procedures
- Excellent Research and Analysis Skills
- Good Change Management Skills

##### **Managerial Competencies**

- Strong Leadership Skill
- High Emotional Intelligence
- Strong Performance Management Skills

#### **9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

**Physical Demands** - Numerous critical deadlines.

**Work Environment** - Normal office conditions

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Name of Employee

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Signature of Employee

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Date

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Name of Supervisor

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Signature of Supervisor

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Date