

JOB DESCRIPTION & SPECIFICATION

Proposed Job Title: Human Resource Officer (MyHr+)

Job Grade/Level: GMG/AM 3

Entity: The Accountant General's Department
(A Department of the Ministry of Finance and the Public Service)

Division: Corporate Services Division

Reports to: Director, Human Resource Management

Direct Reports: N/A

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, the Human Resource Officer (MyHr+) will be tasked with managing and maintaining the MyHR+ system and will be responsible for performing the Human Resource Management salary functions. The incumbent will be responsible for ensuring smooth transitions for individuals removed from the payroll system due to all categories of separation (resignations, terminations, etc). The incumbent will also be responsible for ensuring the accurate and timely updating of the MyHR+ database and recommending any changes necessary for improvement of the system.

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

- To actively manage and maintain the MyHR+ system.
- To provide monthly quantitative reports.
- To identify and report any breaches/discrepancies.
- To be maintain the integrity of data imported and extracted from the system
- To process and maintain MyHR+ database of employees' employment records, including benefits, allowances, insurance etc.

3. KEY OUTPUTS

- MyHR+ database managed and maintained
- MyHR+ System issues reported
- HR data privacy managed
- Monthly and Fortnightly reports/updates
- Anomaly Reports
- Employment records processed and reported
- Updated Payroll System

4. KEY RESPONSIBILITIES

Technical

- Maintains MyHR+ system for accuracy and timeliness of updates ensuring that anomalies are reported for speedy resolve.
- Maintains personnel files on the MyHR+ system through periodic updates.
- Updates start date for functional situations to include rehire, temporary employment or end of contract etc. on the MyHR+ system.
- Digitizes all documents on employees' personnel files and uploads them to the MyHR+ system.
- Enters data on the MyHR+ database for employees e.g. Separation, leave record, payroll information etc.
- Maps each employee to his/her substantive post and acting post where applicable in accordance with the Civil Service Act.
- Sorts documents and uploads to specific folders based on prescribed standards for upload to the MyHR+ system.
- Liaises with Transformation Implementation Unit (TIU) and the ITU to ensure proper operation of the MyHR+ platform and PC systems to ensure minimum disturbances in the manipulation of MyHR+ data.
- Liaises with Centralized Salaries Unit to ensure accuracy of monthly and fortnightly payroll
- Updates the allowances and deductions in MyHR+.

- Verifies employee pay calculations
- Reviews comparative reports (current vs previous) for monthly and fortnightly payrolls
- Ensures that employee information is updated and accurate
- Maintains knowledge of trends and developments in data management and security and HR technology and applications
- Recommends improvements to the MyHR+ and other HR software for improved efficiencies

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

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Updates made to the MYHR+ system are timely and accurate
- Monthly reports are prepared in the prescribed template and are timely and accurate
- anomalies are identified and submitted in a timely manner
- MYHR+ system is properly maintained
- Stakeholder Partnerships managed are harmonious and accomplished in agreed timeframes
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff

6. AUTHORITY

- Review employees' employment data
- Report breaches/discrepancies/inconsistencies within the MYHR+ system
- Add and separate employees from the payroll
- Recommend process or procedural changes to the functional area

7. CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Accountant General	To provide information on MYHR+ matters
Deputy Accountant Generals, Senior Directors & Senior Managers	Provides guidance on MYHR+ payroll matters

Director, Human Resource Management	Provides reports/information and receives guidance and training, escalate matters of concern with the MYHR+ system
HRMD Staff	Collaborate regarding staff information and other HR matters
Other Staff	Receives and provides information
	Assists with orientation of new staff

External

<i>Contact</i>	<i>Purpose</i>
TIU	Receive information on MYHR+ system Receive and provide information on staffing matters
Office of the Services Commissions	Receive employees' employment records for importation to or extraction from the payroll system

8. REQUIREMENTS FOR THIS JOB:

a. Qualification and Training

Essential:

- ASc. Degree in Human Resource Management; OR Management Studies OR Diploma in Human Resource Management; or Equivalent (Administrative Management Diploma) from accredited institution

b. Essential Experience and Knowledge:

- At least **two (2)** years post qualification experience working in Human Resource Management.
- Experience working with electronic Human Resource Management Information System
- Experience working with human resource transaction services
- Knowledge of Human Resource processes and procedures
- Knowledge of the Pensions Act and the Civil Service Family Benefit Scheme
- Knowledge of the Staff Order for the Public Service and the Public Service Regulations

c. Competencies

The incumbent is expected to participate 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

- Oral and Written Communication

- Problem Solving and Analytical
- Customer Focus
- Results Focus
- Integrity

Technical Competencies

- Human Resource Management Expertise
- Use of MyHR+
- Knowledge of Legislations, Policies and Procedures

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Work Environment - Normal office conditions

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

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date