

JOB SPECIFICATION

POST **HUMAN RESOURCE MANAGER (formerly HR Manager) – ON CONTRACT**

SALARY **Negotiable in the range of Rs 54,200 to Rs 70,000**

QUALIFICATIONS

- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- B. A degree **in** Human Resource Management or Administration or Management from a recognized institution.
- C. A Master's Degree in Human Resources from a recognized institution.

OR

Equivalent qualifications to A, B and C *above* acceptable to the Board.

- D. At least *five* years' post qualification experience in a senior position **in** the field of Human Resources.
- E. Candidates should also:-
 - (i) Be computer literate;
 - (ii) Have strong organizational and leadership skills;
 - (iii) Have proven team management attributes;
 - (iv) Be a strategic thinker and innovator;
 - (v) Have excellent interpersonal and negotiation skills;
 - (vi) Be a multi-tasker and *have* capabilities to work under pressure; and
 - (vii) Be highly trustworthy, assertive and proactive.

Qualification at A *above* should have been obtained prior to qualification at B *above*.

Candidates should produce written evidence of experience/knowledge claimed.

To be responsible for providing management support, advice and organizational oversight to specifically address human resource policies, strategies, systems and processes in line with the goals and objectives of the Central Water Authority.

Roles and Responsibilities

1. To lead and manage the Human Resource Department.
2. To formulate and implement human resource policies strategies and plans together with all supporting procedures, including organization structures, recruitment, retrenchment and management succession.

Duties

3. To advise the General Manager and the Board on all strategic and human resource management issues and ensure follow up action, as required.
4. To formulate a Human Resource Development Policy and develop and implement the training and development strategy and plan.

5. To manage and ensure implementation of the Authority's Performance Management System, linking results of the appraisals with other human resource practices.
6. To deal with employment relations matters, liaise with the Authority's Legal Adviser/s on industrial relations issues and represent the Authority at relevant legal institutions.
7. To ensure monitoring of discipline and grievance issues, provide advice as required and propose changes to existing policies or procedures where appropriate.
8. To manage the design and implementation of a health, safety and welfare policy to ensure that all staff work in a conducive and safe environment and ensure that the authority operates in compliance with provisions of the law.
9. To modernize human resource processes making use of IT tools and software packages, so as to improve efficiency and effectiveness.
10. To ensure that an appropriate human resource information system is set up and maintained to provide management with up to date information/statistics for decision purposes.
11. To supervise and provide guidance and coaching to subordinate staff.
12. To use Information and Communication Technology in the performance of his duties.
13. 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 Manager in the roles ascribed to him.

Date: 16 March 2009