

## **SCHEME OF SERVICE**

**Organisation :**

**Central Water Authority**

**Post :**

**Human Resource Management Officer**

**Salary :**

**Rs 41080 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750 – 62350 x 1850 – 67900 x 1900 – 75500 x 2250 – 77750 (PRB 2026)  
(CWA 56)**

**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 Administration or Management or Human Resource Management from a recognized institution.

**OR**

Equivalent qualifications to A and B above acceptable to the Board.

C. Candidates should also:-

- (i) Reckon at least three years' post qualification experience in the field of Human Resource Management;
- (ii) Be conversant with the handling employment relations issues and legal matters;
- (iii) Be computer literate; and
- (iv) Possess good communication and interpersonal skills.

**Note**

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold:-

- a) A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either **(i)** in five subjects including English Language with at least Grade C in any two subjects or **(ii)** in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and
- b) A Master's Degree or a postgraduate diploma from a recognized institution in one of the fields at B above or an equivalent qualification acceptable to the Board.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of knowledge / experience claimed.

**Duties :**

1. To assist the Human Resource Manager in the performance Human resource activities and tasks which include:
  - (i) the formulation and implementation of plans regarding manpower planning, manpower development and capacity building;
  - (ii) the preparation and execution of the Authority's Human Resource Development policies and plans;
  - (iii) the handling of employment relations matters, liaising with the Authority's Legal Adviser/s on industrial relations issues and representing the Authority at various legal institutions (such as Industrial Courts, Employment Relations Tribunal) and internal committees.
  - (iv) the formulation and implementation of policies/ plans regarding the safety, health and welfare employees;
  - (v) the formulation and implementation of plans regarding to Risk Management and Insurance (such as the Family Protection Scheme, Group Personal Accident Insurance Scheme, Workmen's Compensation Fund, Medical and Surgical Benefits Scheme, etc..) and
  - (vi) the implementation of the Authority's Performance Management System.
2. To mount and organize training courses in consultation with the respective Managers for the benefit of the Authority's staff.
3. To train and supervise subordinate staff and report on their performances.
4. To represent the Human Resource Manager on the Management Committee of the CWA Club and other social/ welfare committees.
5. To perform all IT related duties.
6. 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.