**Human Resource Management Officer**

The Candidates should possess:

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 from a recognized institution.

C. A postgraduate qualification in Education or Educational Administration obtained after one-year full time study at a recognized institution.

**OR**

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

Candidates should also:

i. be computer literate;

ii. possess good analytical and problem-solving skills;

iii. have good interpersonal and communication skills and the ability to promote team work and;

iv. be proactive and resourceful and are able to work under pressure.

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

**Age Limit**

Candidates, unless in the public sector, should **not** have reached their 40th birthday by the closing date of this advertisement.

**Salary:** Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1225 – 40,800 x 1525 – 49950 x 1625 – 56,450

**Role and Responsibility**

To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Early Childhood Care and Education Authority.

**Duties**

1. To assist in the implementation of human resource strategies, policies and practices in line with applicable laws, regulations and best practices.

2. To deal with matters relating to recruitment and selection of employees, including appointment, promotion, retirement, training, discipline, review of schemes of service, etc.

3. To be responsible for the implementation of policies pertaining to Industrial Relations and to deal with Trade Unions.
4. To ensure that human resource policies, rules, regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.

5. To represent the Early Childhood Care and Education Authority in industrial tribunals and courts.

6. To be responsible for the promotion of staff welfare and a healthy and safe working environment.

7. To process and keep annual Performance Appraisal Reports

8. To perform the duties of Secretary in meetings held by Management with staff associations and in other departmental meetings relating to human resource matters, whenever required, and to ensure proper follow up action.

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

10. To plan human resource requirements of the Early Childhood Care and Education Authority in conjunction with Heads of Divisions/Sections and to assist in the preparation of annual budget proposals for the Human Resource Division.

11. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.

12. To supervise and provide proper guidance and coaching to subordinate staff.

13. To assist in the establishment, implementation, monitoring and maintenance of the Quality Management System.

14. To make use of Information and Communication Technology in the performance of his duties.

15. 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 Human Resource Management Officers in the roles ascribed to them.

11 November 2016