



Job Description

Position: Personnel Administration Analyst	Reports to: Chief Executive Officer
Reporting Positions: <ul style="list-style-type: none"> • Support Staff 	Effective Date: February 2025
Approved By: Chief Executive Officer	Signature:

A. JOB FUNCTION:

The incumbent is required to perform professional work involving the implementation of Human Resource Management (HRM) policies, procedures, rules and regulations in the various functional areas of HRM in a Ministry/Department. Work includes providing HRM advice and guidance; interpreting and applying HRM policies and procedures; preparing and delivering training programmes; analysing HRM data; conducting investigations and research to inform HRM decision-making.

B. PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Interprets and applies HRM policies, procedures, rules, regulations, and related legislation in a Ministry/Department.
2. Provides advice and guidance regarding the application of HRM policies, procedures, rules and regulations.
3. Performs duties related to the staffing function of the organization such as reviewing staffing needs, and making recommendations for recruitment and selection, appointments, promotions, transfers, discipline and leave arrangements.

4. Interprets and applies the terms of collective and other agreements and other related industrial relations policies and procedures in respect of all staff.
5. Identifies training needs; prepares training plans, courses and materials; delivers training in relevant areas including new employee orientation; evaluates effectiveness of training and revises as necessary.
6. Evaluates and analyses training proposals submitted by training providers, ensuring appropriateness and alignment to proposed training budget; and determines/recommends the most suitable employees to attend relevant sessions.
7. Conducts research into HRM and client satisfaction issues; analyses and evaluates data and makes recommendations on the application of HRM policies and procedures and/or changes to be made.
8. Provides assistance in the performance management process in areas such as developing position descriptions and performance standards and ensuring timelines are met.
9. Participates in the preparation of budgetary estimates of the HRM Division and assists in the preparation of the report on the staffing of the organization.
10. Prepares comprehensive reports; drafts Cabinet/Ministerial Notes, internal notes, circulars, memoranda, statements of evidence and arguments in respect of grievances and disputes and other documents related to human resource matters.
11. Prepares and maintains relevant HRM procedural manuals, desk manuals, workflow charts, data manuals and other organizational planning tools.
12. Reviews representations from employees, associations/unions and other external individuals/agencies and provides advice regarding their resolution in accordance with existing human resource management policies, procedures, related legislation and collective and other agreements.
13. Conducts or arranges for investigations into human resource related complaints and grievances and recommends resolutions.
14. Makes arrangements for and/or participates in meetings, both internal and external agencies; prepares and circulates agenda, takes minutes/notes, follows up on decisions taken.
15. Performs related work as required.

C. KNOWLEDGE:

- Knowledge of the principles, practices and techniques of HRM.
- Knowledge of research methodologies, principles and techniques.

- Some knowledge of government policies, procedures, rules and regulations related to HRM.
- Some knowledge of Public Service legislation, rules, regulations, policies and procedures.
- Some knowledge of national labour laws and regulations; collective agreements and policies in respect of daily rated employees.

D. SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and trends in HRM and make recommendations.
- Ability to solve problems and make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives and recognised trade unions/associations and the public.

E. MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience performing duties in one or more of the functional areas of human resource management.
- Training as evidenced by the possession of a recognized University degree with core courses in Human Resource Management or post graduate training in HRM.