



Job Title	Human Resources Officer
Department	Human Resources
Reports To	Head of Department
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	Responsible for the effective day-to-day coordination and supervision of the Human Resource Management function within the Bureau, incorporating activities concerned with Recruitment and Selection; Staff Training and Development; Job Classification, Compensation and Employee Benefits; and Employee Records.
Job Responsibilities	<ul style="list-style-type: none"> • Participates with Head, Human Resources in the process of formulating Human Resource policy for the Bureau; interprets and converts policy into implementable programmes and plans for the Bureau. • Confers with Head, Human Resources and other Senior Managers in the development of the Human Resources budget, making inputs that cater for staff training and development, a competitive compensation package, merit increments, etc. • Maintains and revises the Bureau's manual on Human Resource policies and procedures and utilises it as a guide in resolving day-to-day related issues that arise; ensures that all employees are au fait with its provisions. • Coordinates and manages the Bureau's recruitment and selection procedures by advertising vacancies, screening and short-listing applicants, setting up interview panel, preparing all related correspondence and arranging for suitable induction of new recruits. • Supervises the maintenance of the confidential personnel filing system – hard copies or computerized or both – ensuring that all personal data are secure and that files are kept up-to-date on a continuous basis; extracts data when necessary for the purpose of analysis and report preparation. • Manages the salary administration function within the Bureau, ensuring that correct salaries are paid for all jobs while resolving all anomalies that arise; upgrades organization charts and job descriptions as necessary in keeping with the evolving human resource needs of the Bureau, technological change, etc. • Conducts compensation survey as required in the labour market to determine the competitiveness of the Bureau in terms of attraction and retention of skills. • Makes recommendations pertaining to a number of Human Resource Management activities, such as staff to be trained, promoted, confirmed or appointed to act; advises on and processes various allowances, such as responsibility allowances as well as acting and duty allowances and in general performs all calculations relating to salary. • Process all superannuation claims by establishing records of service; conducts exit interviews where appropriate.

	<ul style="list-style-type: none"> • Supervises and monitors the Bureau’s annual and sick leave system, ensuring that accurate records are maintained; supervises the creation of an annual leave roster in order to better manage the system. • Conducts in conjunction with Managers training needs assessment for the Bureau and assists in the development of a training and development plan; oversees the training function within the Bureau, utilising as necessary both internal and external expertise and ensuring that the plan encompasses induction, supervisory and management training. • Monitors the implementation of a performance management system for the Bureau along with performance appraisal training; evaluates the output from the system annually and ensures that it is used for training needs analysis, career development and succession planning. • Develops Human Resource Management indicators from the employee database in support of evidence-based decision-making in areas such as career development, succession planning, etc. • Conducts annual performance appraisal of staff directly supervised on the basis of their specific contributions in attaining set objectives; prepares individual development programme for appraisee in order to improve performance and enhance promotability. • Coordinates inputs from subordinates towards the preparation of an annual report on the Department’s activities and achievements; prepares other periodic reports as necessary or when requested.
<p>Job Specifications</p>	<ul style="list-style-type: none"> • A recognized degree in Human Resource Management or related field. • At least five years' post-qualification experience as a Human Resource Officer in an established organization of medium size. Understanding of and exposure to Human Resources practices in a Government setting would be an asset as well as knowledge of computer applications with specific reference HRIMS and Payroll Systems.