

GOVERNMENT OF GUYANA - BUREAU OF STATISTICS

POSITION DESCRIPTION --- MANAGEMENT

POSITION TITLE:	HEAD, HUMAN RESOURCE AND ADMINISTRATION
REPORTS TO:	CHIEF STATISTICIAN
AGREED TO:
APPROVED BY:
DATE EFFECTIVE:

SALARY GRADE:	BS - X
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1. ACCOUNTABILITY OBJECTIVE:

Responsible for effectively coordinating, directing and managing two key functions within the Bureau of Statistics – viz. (i) Human Resource Management and (ii) Administration – the former incorporating activities concerned with Human Resource Planning; Recruitment and Selection; Staff Training and Development; Job Classification, Compensation and Employee Benefits; Industrial Relations; Work Environment (Occupational Health and Safety); Performance Management; Employee Records; Human Resource Budgeting and the latter incorporating Housekeeping and Janitorial Services, Reception, Transportation, Facilities Maintenance, Security and Safety, Library and Records Management.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Head, Human Resource and Administration is required to effectively and efficiently coordinate and manage the functions of the Department of Human Resource Management and Administration that provides key support services to the Bureau as a whole. In this regard, the incumbent must ensure that the Bureau is adequately staffed with the requisite human resources and that the physical plant of the Bureau is kept running efficiently at all times.

The Head, Human Resource and Administration will have managerial oversight of all the key functional activities in Human Resource Management in order to ensure that the Bureau is adequately staffed, that individual performance is regularly appraised, that all jobs are properly classified and compensated, that training needs are assessed and linked to relevant development programmes, that there is timely succession and workforce planning, that an adequate human resource management information system is maintained, and that a peaceful industrial relations climate is maintained. On the Administration side, the incumbent is required to ensure that efficient services are provided and maintained, covering reception and communication, transportation, facilities maintenance, housekeeping and janitorial, building security, mail handling and document reproduction. The incumbent will also have oversight of the library services.

The Head, Human Resource and Administration consults with the Chief Statistician, Deputies and Heads of Department on the formulation and implementation of human resource policy and engages the services of Management Consultants where necessary to develop specific systems or carry out specific studies for the Bureau. The incumbent is expected to foster teamwork and display the communication skills required to interact productively with government agencies, donors, fellow Managers and subordinates.

B. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE: (These statements identify specific activities necessary to attain the overall objectives while not precluding the position holder from carrying out other related duties that may be inherent in the position)

ADVISES Chief Statistician in all areas of Human Resource Management policy formulation and implementation; participates in formulation of overall policies and programmes for the Bureau with a view to ensuring that the relevant human resource considerations are adequately incorporated.

CONFERS with Chief Statistician and other Senior Managers in the development of the Human Resource and Administration budget, ensuring that it caters for staff training and development, a competitive compensation package, merit increments, facilities maintenance, etc.

ENSURES that the Bureau is adequately staffed up to its authorized strength in order to achieve its goals and objectives; develops recruitment procedures for the Bureau, to include all key activities such as checking of applicant's references and background, screening of qualifications, determining rules for short-listing, developing evaluation point system and determining composition of the interview panel.

OVERSEES the design and 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.

OVERSEES and coordinates, in conjunction with all Managers, the development of a comprehensive training and development plan for all employees; ensures that plan encompasses induction, supervisory and management training utilising as necessary both internal and external expertise as well as available training institutions.

OVERSEES and manages the salary administration function within the Bureau, inclusive of ongoing maintenance of the pay and grading system, in order to prevent anomalies and inequities from developing and festering; upgrades job descriptions and specifications as necessary in keeping with the evolving human resource needs of the Bureau, technological change, etc.

OVERSEES the implementation and maintenance of a comprehensive human resource management information system to provide timely and accurate human resource data analysis and decision-support information; assesses the degree of computerization required and the necessary linkages to payroll.

ADVISES Management on all industrial relations matters pertaining to the negotiation, implementation and monitoring of the Collective Labour Agreement; administers and oversees the stipulated grievance procedure ensuring that all grievances are satisfactorily resolved in the interest of maintaining industrial peace.

ENSURES that a Human Resource Manual is developed, maintained and updated for the Bureau spelling out its policies, procedures and code of conduct as a guide to all employees; organizes orientation programmes to acquaint new employees with same.

SUPERVISES Junior Managers responsible for various administrative services – viz. reception; transportation; housekeeping and janitorial services; mail and document handling; library services; personnel management – ensuring that they develop major objectives and work-plans as a systematic basis for efficient delivery.

DEVELOPS and supervises standards of excellence to be followed for housekeeping and janitorial services to assure the cleanliness, tidiness and safety of all offices as well as the environs of the Bureau.

ENSURES that adequate security arrangements are in place to guarantee the safety and security of the entire physical plant for staff and visitors and that the task of opening and closing the building follows well regulated and accountable procedures.

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.

C. PERSONNEL SUPERVISED BY THIS POSITION:

DIRECTLY

Human Resource Officer
Library Officer
Administrative Officer
Transport Officer

INDIRECTLY

Human Resource Clerk
Publication Assistant
Receptionist
Senior Driver
Driver
Office Assistant
Handyman

D. PRINCIPAL EXTERNAL RELATIONSHIPS: (The incumbent relates to the following external agencies/functionaries in pursuing accountability objectives)

- Training Institutions.
- Training Consultants.
- Management Consultants
- Relevant Government Ministries/Agencies, such as Ministry of Labour, Ministry of Education, Public Service Management, Guyana Revenue Authority, National Insurance Scheme (NIS), etc.
- Healthcare Institutions
- Insurance Companies
- Vehicle and Spares Dealerships
- Vehicle Maintenance Workshops
- Suppliers of Office Supplies

E. QUALIFICATIONS, KNOWLEDGE and EXPERIENCE:

Recognised Bachelor's degree in Social Science, Administration, Management or similar discipline,

Plus

Specialised training in Human Resource Management, Personnel Management, Job Evaluation and Salary Administration, Labour Relations, or such relevant areas, preferably at the Postgraduate Diploma or Master's degree level.

Plus

At least five years' post-qualification experience as a Personnel Practitioner or Human Resource Manager in an established organization of medium size. Understanding of and exposure to Personnel practices in a Government setting would be an asset as well as knowledge of computer applications with specific reference Human Resource Management Information and Payroll Systems. In addition, at least three years' experience in General Office Administration, Procurement and Logistics would be advantageous.