

JOB TITLE	Human Resources Clerk
REPORTS TO:	Human Resources Officer
Ministry/Department:	Bureau of Statistics

PURPOSE

To perform clerical support duties in accordance with clearly defined rules and procedures.

KEY OUTPUT

Simple memoranda, letters and reminders

Compliance with Rules, Policies, Regulations and Procedures.

Personnel statistics and other related information.

RANGE OF ACTIVITIES

- Assists with Human Resource matters; processing of documentation according to defined rules and procedures
- Typing of correspondences relating to annual/ special leave, invitation for interviews and replies to application.
- Prepares simple correspondence, e.g., memoranda, letters, reminders.
- Processing of Time Sheets/Records.
- Filing of correspondence for the Human Resource Section.
- Assist the Human Resources Officer in the follow up of Human Resource matters.
- Maintain Human Resource ledgers, e.g. leave record and daily register.
- Ensuring the smooth dispatch of mails.
- Performs other related duties that may be assigned from time to time.

NATURE AND SCOPE

Qualification, Knowledge and Experience

- Five (5) subjects CXC including English A and Mathematics (Grades I to III).
- Must be Computer literate.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS

Work is of a routine nature. Job holder will be guided by sufficient rules, regulations, principles, policies and established precedents to guide their performance on the job.

RESOURCE MANAGEMENT

The incumbent may be required to be the custodians of one or more records, statistics, computer system and other office material.

COMMUNICATIONS

The incumbent must frequently communicate with their Supervisor, colleagues and members of the public. May be required to liaise with persons in other Ministries/Departments/Agencies, etc.

WORKING CONDITIONS

The incumbent is expected to be punctual, work under normal conditions but may be required to work beyond normal official time to maintain work schedules.

Prepared by:

Checked by: