



MINISTRY FOR PUBLIC ENTERPRISES

JOB DESCRIPTION		
Position Title	Principal Human Resource and Administration Officer	
Position Code	PE000033	
Division	Corporate Services Division(CSD)	
Salary Grade	A16	
Salary Range	\$50,296 /\$58,527	
Ministry’s Purpose		
To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development. Our Ministry ensures that all Public Bodies comply with the Public Bodies Act (Performance & Accountability) 2001.		
Divisional Purpose		
To ensure excellence in Human Resources Development, practices and provision of support services in finance, Administration, public relations, Information technology, policy and planning, legal advice, records management and transportation for enhanced performance.		
Purpose of the Position		
To ensure HR & Administration policies and procedures are successfully implemented.		
Key Relationships		
Responsible to:	Assistant Chief Executive Officer (Corporate Services Division)	
Responsible for:	Effective and efficient implementation of HR Services, Capability Building and Training for Ministry employees	
Functional Relationships	❖ Government Ministries ❖ Public Bodies ❖ Private Sector ❖ Local and overseas media ❖ General public and local communities ❖ Ministry Divisions.	
KEY RESULT AREAS		
Staff Development and Capacity Building	Job Analysis	Recruitment and Selection
Performance Management	Monitoring of administration Human Resource Policies	HR policy Advice, Implementation & Reporting
Key Responsibilities & Duties		

Staff Development and Capacity Building.

1. Identify training needs of staff and prepare the annual training program to address training needs of the Ministry.
2. Develops and conducts trainings sessions, workshops and seminars for staff, represents the Ministry to community training organizations.

Job Analysis

3. Reviews and analyses position description questionnaires; allocates positions to appropriate job classifications; prepares new classification descriptions, revises existing descriptions and defends them before a job evaluation committee or management;

Recruitment and Selection

4. Lead the development and implementation of the R & S process.
5. Conducts candidate recruitment process; reviews and evaluates employee qualifications; maintains eligible applicant pools and refers candidates to hiring divisions.
6. Coordinates with Managers to review organizational structure and makes recommendations regarding work assignments; conducts detailed audits of work assignments and performance and makes recommendations for change.

Performance Management

7. Assists in the development and implementation of appropriate performance management and appraisal systems;
8. Liaises with Managers and Principals of each division to ensure the success of their performance appraisal systems.

Monitoring of Administration Human Resource Policies

9. Ensure implementation of the WCE Manual and advice to staff regarding their entitlements and benefits
10. Monitors the People One system
11. Ensure preparation and completion of personnel reconciliation reports

HR Policy Advice, Implementation & Reporting

12. Assists in the preparation of the ministry's annual budget and mid-year review
13. Assist the ACEO CSD in the preparation and monitoring of the Corporate Plan, Management Plan, Workforce plan, Annual Reports.
14. Coordinate the preparation of all Cabinet and STSC submissions.
15. Supervise and report to ACEO - CSD on process of Records Management & executive support unit

Selection Criteria

Merit	Job competencies	Descriptions
Skills and Abilities	Strategic Thinking	Individuals who demonstrate this capability: <ul style="list-style-type: none">• Understands the importance of the Ministry's purpose and its relationship the Government's development agenda.

		<ul style="list-style-type: none"> • Can link strategy with medium and long term requirements and organisational objectives, and develops long term solutions. • Able to consider long term opportunities and potential areas of change. • Displays proactive and forward thinking with good levels of judgment and decision making. • Able to provide a clear sense of direction and inspire a positive attitude at work. • Is focused on knowing the business of the organization.
	Planning and Organizing	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Schedule activities to ensure optimal use of time and resources. • Focused on delivering the best outcome using the resources available. • Produce detailed activity plans where objectives are defined and action steps for achieving them are clearly stated. • Monitors performance against objectives and re-prioritizes where necessary. • Able to meet tight deadlines and work effectively under pressure. • Have excellent project management skills.
	Research and Analytical	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Seek all relevant information for problem solving. • Identifies key issues and understands the interrelationships between issues and their implications. • Able to analyse information presented in a variety of forms to assist in problem solving. • Is analytically agile. • Draw sound conclusions from the information available.
	Written & Oral Communication	<p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Write in a clear, fluent and concise manner • Produce written communication that is appropriate and readily understood by the intended audience • Organize and presents information in a logical sequence • Is articulate; speaks clearly and with confidence
Personal Attributes	Commitment and Drive	<ul style="list-style-type: none"> • Shows willingness to perform given tasks and pursues the timely delivery of work results. • Committed to the work, team and the Ministry and

		<p>works together to achieve a common purpose.</p> <ul style="list-style-type: none"> • Works effortlessly in any circumstances.
	Integrity	<ul style="list-style-type: none"> • Is honest and acts with integrity all the time. • Serves the government of the day irrespective of personal preferences. • Role models the Public Service values. • Familiar with the Public Service Code of Conduct.
	Flexibility	<ul style="list-style-type: none"> • Familiar with the Public Service Code of Conduct. • Able to work over time when needed. • Able to perform additional duties as required contributing to the work of the Division and/or Ministry.
Experience & Past Work Performance	5 years relevant work experience in Human Resource Management and Administration.	
Qualification	Must have as a minimum qualification a Bachelor degree.	