



POST PROFILE

POSITION: CHIEF HUMAN RESOURCE PRACTITIONER GRADE 6

POSITION IN THE ORGANISATION

This job includes personnel who supervise, and manage/give practical guidance to various occupation related, supervisory and operational staff. The Chief Human Resource Practitioner Grade 6 serves under the Division, General Services, Subdivision Human Resource and report to the Deputy Director: General Services. The Chief Human Resources Practitioner Grade 6 has one (1) Senior Human Resources Practitioner Grade 7 to supervise directly. The Chief Human Resources Practitioner Grade 6 has regular contact with Members of Parliament, management and all staff members in the National Council.

Generic Job Description

The conducting of human resources planning; the recruitment, selection, provisioning of staff and staff maintenance; the directing and advising on personnel management programs; the advising on organizations and establishments; the advising on, supervising of and the performance or provision of staff leadership and technical guidance with regard to personnel-related legislation, policies and guidelines and the advising on human resources development; deal with industrial relations matters; representative in Arbitration/Conciliation hearings; handling of Grievances; responsible for employee wellness and safety; provide advice in conflict related issues; be involved in decision making and problem solving on human resource related matters.

Main duties of the job

- Responsible for the development of various Human Resource Operational Manuals and Policies;
- Ensure compliance and correct interpretation of the Public Service Act, Public Service Staff Rules, Regulations and other relevant Acts;
- Ensure uniformity, efficiency and effective administration of Human Resource matters in the;
- Responsible for the interviewing and/or selection of candidates for appointments and fairness thereof;
- Rendering advisory or liaison services to Members of Parliament and the Secretariat staff on HR related matters;
- Advise the management on the proposals regarding the adjustment of organizations, post establishments, employment in addition to the fixed establishment etc;

- Draft Human Resources policy proposals and submit to the Deputy Director: General Services for consideration before it is submitted to the Office of the Prime Minister for consideration;
- Accountable for the overall performance of the subdivision human resource;
- Developing and executing programme for internal staff and general orientation on the proper application of human resources procedures, methods of works and techniques;
- Monitoring, controlling and coordinating the activities of the subdivision human resources;
- Responsible for the preparation and compilation of Affirmative Action Report as required in terms of Section 25 of the Act, in consultation with the Chairperson of the Committee, before it is submitted to the Consultative Committee for consideration;
- Keep records of the Affirmative Action Plan as prepared in terms of Section 23 of the Affirmative Action Act, 1998 and attend to all queries regarding the Affirmative Action Reports and Compliance in consultation with the Chairperson of the Committee and the Deputy Director: General Services;
- Handling grievances, misconducts and labour related matters and ensure fairness in the whole process;
- Capturing and approve data on Human Capital Management System (HCMS) and other related systems;
- Assist the Learning and Development Officer with the induction of staff on an existing and/or new Public Service Staff Rules and Regulations;
- Serve as a member of the Affirmative Action Committee;
- Liaising and consulting directly with other O/M/As on human resources related matters;
- Prepare personnel budget as directed by the Deputy Director: General Services or by the Financial Advisor;
- Assess the performance of junior staff within the subdivision human resources;
- Determine deviations on current policies and submit proposals to the Office of the Prime Minister for recommendation and approval;
- Participating in collective bargaining and negotiations with Trade Unions (when required);
- Provide advice on issues pertaining to the administration of human resource management;
- Perform any other work related duties as assigned by the supervisor from time to time

Personal attributes:

Good communication, analytical, presentation and supervisory skills among others

Knowledge of Appropriate Legislations:

Public Service Act, Public Service Regulations, Policies and Staff Rules, treasury Instructions, State Finance Act, Labour Act, Affirmative Action Act, Social Security Act, Personnel Administration Measures, Delegation of Powers e.t.c.