

## **Post: Manager, Human Resources**

- Qualifications:** A. A degree in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Council.
- B. Candidates should:
- (i) reckon at least five years' post-qualification work experience in the public sector;
  - (ii) be familiar with modern trends and techniques in human resource management;
  - (iii) have a sound knowledge of employments laws and regulations;
  - (iv) have strong interpersonal and communication skills; and
  - (v) be computer literate

### **Candidates should produce written evidence of experience/knowledge claimed**

- Duties:**
1. To be responsible for the day to day management and operations of the Human Resource section of the ITET.
  2. To advise the Director/Officer in Charge of the ITET on all matters related to human resource management in compliance with the prevailing employment legislations, conditions of service, procedures and regulations in force for the public service.
  3. To be responsible for the development /implementation and maintenance of a proper HR database management system using appropriate IT tools/systems and technology.
  4. To develop, in consultation with the Director/Officer in Charge, a strategic approach to human resource management and development, including Action Plans, so as to ensure the effective achievement of the organisational's goals and objectives.
  5. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level of responsibilities with the organisational needs.
  6. To develop and implement human resource policies, processes, rules, regulations and procedures for the ITET and ensure that they are properly interpreted and consistently applied.
  7. To draft schemes of service and review existing ones to meet organisational needs, as and when required.
  8. To act as Chairperson/Member/Secretary of Committees and Boards on human resource matters.
  9. To attend Courts/Tribunals and other related institutions in respect of cases relating to human resource matters and to ensure proper follow-up action.

10. To promote good employee relations and staff welfare and take prompt action to settle grievances and conflict through negotiation/discussion.
11. To use ICT in the performance of his duties.
12. To perform such other duties, directly related to the main duties listed above or related to the delivery of the output and results expected from the Manager, Human Resources in the roles ascribed to him.

**Salary:**(Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs40,300 (within range Rs 40,300—69,800)