



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY
JOB DESCRIPTION

POSITION: HUMAN RESOURCE OFFICER
REPORTING TO: HUMAN RESOURCE MANAGER
SALARY SCALE: BAND 3

The holder of the post will assist the Human Resource Manager with general HR matters, including the execution of employee benefits and providing advice in relation to employee performance, conduct and absence management.

Key duties and Responsibilities

- Assists with preparations for disciplinary and grievance matters when necessary
- Assists with the Management and maintenance contracts, personnel files and other employee information
- Assists in coordinating and administering training and development programmes and liaising with external training bodies as required. This includes providing support in relation to health and Safety training records for employees
- Administers and co-ordinate internal training programmes
- Assists in performance management processes
- Assists with the computation of employee benefits

Key Pre-requisites

1. Must be able to work in team setting
2. Must be well disciplined with impeccable integrity
3. Excellent communication skills (Oral and Written)
4. Effective organizational skills
5. Must display excellent leadership skills
6. Must be able to display diplomacy and able to work under pressure
7. Meticulous attention to details

Requirements

- **Diploma in Human Resource Management or Public Management from a recognized institution with three (3) years' experience within the Field of Human Resource Management with an excellent record.**
- **Must be computer literate in the use of MS, Word and Excel**

Supervisory Responsibility

This job holder will not be responsible for supervising any staff

Work Environment

While performing the duties of this job, the employee regularly works in the office setting

Position Type/Expected Hours of Work

This is a full-time position. Monday to Thursday from 8:00am to 4:30pm and Fridays from 8:00am to 3:30pm.

*Updated by: Ms. J Blackman
Human Resource Manager
2023-08-08*