

Job Specification & Description-Human Resource Officer II

1. JOB TITLE:	Human Resources Officer II
2. DEPARTMENT:	Human Resources
3. LOCATION:	Track MB, Block B, National Exhibition Centre, Sophia
4. CLASSIFICATION:	Administrative
5. SALARY SCALE:	BS 14
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal and external)	Head, Human Resources
8. REPORTS TO	Head HR and Administration
9. JD APPROVED	Ms. Carole Fletcher, NSC

10. JOB PURPOSE SUMMARY

Under the supervision of the Head, Human Resources, the Human Resources Officer would assist in the overall development of the department by contributing to improvements in its systems and procedures and in the management of the Bureau's Human capital.

11. FINAL OUTPUT

- Employee awareness of organization policies and procedures
- Updated employee records system
- Updated HR database
- Transparent HR system
- Payroll adjustments
- Increased diversity and equality

12. KEY PERFORMANCE INDICATORS

- Number of employee records updated
- Number of entries and update to HR database
- Meets turnaround time to action internal and external requests
- Number of sessions conducted

13. JOB DUTIES AND RESPONSIBILITIES

- Informs job applicants by letter of their employment status
- Support all internal and external HR related inquiries or requests and provide superior customer service to the organization's internal and external customers
- Conducts orientation and other staff development /information sharing activities
- Provide counseling on policies and procedures
- Promoting equality and diversity as part of the culture of the organisation
- Updating and maintaining employee records
- Coordinate training sessions and seminars
- Schedule meetings, interviews, HR events and maintain agendas
- Support the development and implementation of HR initiatives and systems
- Make monthly adjustments to payroll in order to meet Ministry of Finance monthly payroll deadlines
- Prepares job letters as requested
- Maintains an updated HR database
- Keep up-to-date with the latest HR trends and best practice
- Being actively involved in recruitment by preparing job descriptions and posting advertisements.
- Assist in the performance management process
- Support disciplinary and grievance issues
- Review employment and working conditions to ensure legal compliance
- **Any other duty that may be assigned from time to time by any duly authorised officer**

14. MINIMUM REQUIREMENTS

At least a Bachelors of Social Sciences, Human Resource Management or Business Administration or seven (7) years' working experience in an Administration field.

OR

At least a Diploma in Social Sciences, Human Resources Management or Business Administration from a recognized university with minimum ten (10) years' experience in an Administration field.

15. SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Must be familiar with Human Resources practices, knowledge of the labour laws of Guyana
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Ability to translate decision into appropriate action
- BSc/BA in Human Resource Management, Social Sciences or relevant field; further training will be a plus
- Proficient in MS Office with exceptional knowledge of excel
- Considerable experience in emotional intelligence and people management skills

16. VALUES AND ATTRIBUTES

- High level of confidentiality
- Excellent communication and interpersonal skills
- Strong ethics and reliability
- Customer service oriented
- Ability to exercise diplomacy and maintain composure in difficult situations

17. SPECIAL CONDITIONS OF THE JOB

- May be required to work during the lunch interval and on weekends
- Must be prepared to travel outside of Georgetown to other branches of GNBS
- Numerous high priority and business critical deadlines
- Full-time position Monday to Thursday with hours of work 8:00h to 16:30h and Friday 08:00h – 15:30h
- Required to work beyond normal working hours/days to meet deadlines and deliverables
- Occasional local and overseas travel may be required
- The post is transferable