

**JOB TITLE:** PERSONNEL OFFICER I**JOB ID:** T0872**Old JOB Number:** 0**REPORTS TO:** SENIOR PERSONNEL OFFICER**Date revised:** 2008-12-10**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

**PURPOSE:** To assist in providing and maintaining adequate personnel service in the areas of staff development, welfare and conditions of service.

**KEY OUTPUTS:**

- Personnel submissions prepared.
- Personnel records maintained.
- Efficiently supervised staff.
- Memoranda and draft reports prepared.
- Training needs analysis and programmes.

**RANGE OF ACTIVITIES:**

- To examine and assess all personnel matters and prepare submissions to ensure relevant approvals are obtained.
- To assist the Senior Personnel Officer with the maintenance of all personnel records.
- To supervise supporting staff who assists processing of all personnel matters for employees to ensure work meets required standards.
- To prepare draft reports and memoranda on personnel activities appeals against.
- To assist the Senior Personnel Officer in carrying out training needs analysis and develop effective programmes to determine staff development needs.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Certificate in Industrial Relations and Personnel Management G.P.S.U./ IACE PLUS a minimum of four (4) years experience as a Clerk III (General) in the Public Service.

OR

- Four (4) subjects including English Language at C.X.C. (General Grades I to III/Basic Grade I) or G.C.E. 'O'Level including English Language PLUS a minimum of six (6) years relevant Public Service experience including at least three (3) years in the Public Service.

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**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- There are sufficient rules, regulations principles and policies, and also established precedents to guide the decision making of the job holder. Decisions relating to training needs, examining and processing queries for leave and/or salary etc. are some of the matters upon which decisions must be made. Sufficient guidance is received from superior when making such decisions but, the job holder should be able to exercise some original thinking and creativity when solving problems. Errors made would come to light quickly and are correctable.

**RESOURCE MANAGEMENT:**

- The job holder may be required to supervise one (1) or two (2) staff. He/she is not a budget holder and is not responsible for any cash, stock or high value capital equipment.

**COMMUNICATIONS:** The job holder communicates with supervisors and subordinates within the Ministry/Region and other Ministries/Regions. He/she also communicates with Union representatives on issues which are not sensitive.

**WORKING CONDITIONS:** Normal office conditions.

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