

**JOB TITLE:** PERSONNEL OFFICER II**JOB ID:** T0873**Old JOB Number:** 0**REPORTS TO:** SENIOR PERSONNEL OFFICER/PRINCIPAL PERSONNEL OFFICER**Date revised:** 2008-12-10**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

**PURPOSE:** To assist the Senior Personnel Officer or Principal Personnel Officer in carrying out personnel administration and personnel policy implementation in order to achieve the full and effective use of the ministry's/region's staff.

**KEY OUTPUTS:**

- Maintained personnel records
- Service rules administered.
- Prepared performance appraisal review forms.
- Prepared job analysis and descriptions.
- Investigated disciplinary matters.

**RANGE OF ACTIVITIES:**

- To maintain records of performance appraisal to ensure all performance are appraised.
- To administer all service rules governing personnel practices.
- To prepare annual performance appraisal review forms for the staff of the Ministry/Region and dispatch to programme heads and ensure completed forms are cleared and checked for dispatch to the Public Service Commission.
- To conduct job analysis and write job descriptions to satisfy requests for positions changes by programme heads.
- To conduct preliminary investigation in disciplinary matters and collect statements for review by Senior Personnel Officers and Principal Personnel Officer.
- To assist the Principal Personnel Officer with the compilation of records.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A Diploma in Public/Personnel Administration or Public Management from a recognised University.

OR

- Three (3) years' experience as a Personnel Officer 1 with a good performance record.

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

- Work is carried out against background of personnel policies, rules, precedents and established practice. Cases are discussed regularly with the supervisor and advice/instructions given. There is thus little decision making by the incumbent. Errors can be detected early but may cause unnecessary delays and customers dissatisfaction.

**RESOURCE MANAGEMENT:**

- The job holder would normally supervise some subordinates and be responsible for regular office equipment and confidential records.

**COMMUNICATIONS:** He/she communicates with senior officers and subordinates within the Ministry/Region and other Ministries/Agencies.

**WORKING CONDITIONS:** Normal office conditions.

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