

JOB TITLE: SENIOR PERSONNEL OFFICER**JOB ID:** T1141**Old JOB Number:** 0**REPORTS TO:** PRINCIPAL PERSONNEL OFFICER/PRINCIPAL ASSISTANT
SECRETARY**Date revised:** 2010-09-02**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE**PURPOSE:** To assist the Principal Personnel Officer/Principal Assistant Secretary (G), in the implementation of
Personnel policies and practices.**KEY OUTPUTS:**

- Efficiently supervised staff.
- Properly maintained personnel records.
- Effective personnel practice and procedures.
- Qualified staff recruited.
- Prepared document to recruit staff.
- Trained staff in personnel policy and practice.
- Accurate salary audit.
- Improved working relations.
- Effectively implemented personnel policies.

RANGE OF ACTIVITIES:

- To supervise the staff of the personnel unit to ensure that personnel objectives are realised.
- To maintain personnel records to ensure easy retrieval for decision making.
- To assist the Principal Personnel Officer on all aspects of Personnel Practices and Procedures to ensure harmonious employees relations and efficiency.
- To recruit suitably qualified staff to fill vacancies in order to assist selection.
- To prepare all documents to facilitate selection.
- To assist the Principal Personnel Officer in training and development of staff both within and outside the personnel unit to enhance employees competence.
- To conduct regular salary audit throughout the agency.
- To assist the Principal Personnel Officer with matters related to employees welfare to enhance workers relationships
- To implement personnel policies throughout the agency to facilitate understanding and application.
- To maintain and assist the Principal Personnel Officer in the updated of personnel records, statistics, job descriptions, records- of- service, staff list, etc, provide management with suitably qualified people to ensure effective decision making.
- To perform any other related duties for the smooth functioning on the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Bachelor's Degree in Public Administration/Management, Personnel Management or other Social Science

discipline PLUS five (5) years experience in the personnel field including at least two (2) years experience at the level of Personnel Officer II together with a good performance record.

OR

- A Diploma in Public/Personnel Administration or Public Management from a recognised institution PLUS at least four (4) years experience at the level of a Personnel Officer II.

OR

- A good Appraisal rating.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent is guided by procedures, rules, policies and precedents in decision making. Although the personnel procedures are defined, individual circumstances will vary and the incumbent will be required to use limited discretion to suit circumstances. Complex issues will be referred to the Supervisor or Senior Officer. The Impact of an incorrect decision/recommendation can result in staff being dissatisfied and lead to the embarrassment of the Administration.

RESOURCE MANAGEMENT:

- Where there is no Principal Personnel Officer, the S.P.O. will be required to supervise a Personnel Officer II, a Personnel Officer I, two (2) Clerk IIIs (G) and four (4) Clerk IIs (G).

COMMUNICATIONS: The incumbent will have to communicate with the Minister and Permanent Secretary as needs be, as well as with the other staff in the Ministry and with members of the Public.

WORKING CONDITIONS: Normal office conditions.

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