



**MINISTRY OF EDUCATION & YOUTH
VOCATIONAL TRAINING DEVELOPMENT INSTITUTE (VTDI)
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Human Resource Officer
JOB GRADE:	GMG/AM 4
PROPOSED GRADE:	VOC-67802
INSTITUTION:	VTDI
SECTION:	Administration
REPORTS TO:	Director, Human Resource Management (HRM)
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revise

Strategic Objectives of the VTDI:

To provide students with highly employable technical, vocational education and entrepreneurial skills that will advance their ability to be creative, productive, competitive, and self-reliant.

Job Purpose

Under the general supervision of the Director, Human Resource Management, the Human Resource Officer is responsible for the administration of staffing policies, recruitment and selection of staff.

Key Outputs:

- Recruitment and Selection Documentation retrieved/recorded/collated
- Interviews scheduled and arranged
- Staff Lists updated
- Correspondence and other documents produced
- References checked and research conducted
- Applicants notified
- Technical advice provided
- Annual Work Plan prepared

Key Responsibility Areas:

Technical/Professional Responsibilities

- Coordinates the recruitment and selection process for the VTDI by compiling the necessary documents and records relating to the recruitment and selection processes
- Schedules and arranges interviews under the guidance of the Director, Human Resource Management in accordance with the agreed priorities;
- Drafts notices and advertisements for vacant positions for dispatch to the relevant media houses and the Institutes' Intranet/Internet;
- Conducts research on related Human Resource issues as directed to inform HR Planning and analysis;
- Conducts reference checks on possible candidates being recruited;
- Informs applicants of the outcome of interviews through the approved communication modes;
- Updates the VTDI's Staff Lists on a continuous basis;
- Processes requests for job letters, references and other related services provided by the Unit;

- Processes employees Performance Management and Appraisal System (PMAS) instruments for staff in the VTDI;
- Prepares all related Human Resource communiques and correspondence for review by the Director, Human Resource Management;
- Participates in the preparation of presentations for the Institutes' Orientation Programme;

Administrative Responsibilities:

- Provides advice grounded on the respective GOJ HR polices.
- Participates and organizes meetings, seminars, workshops and conferences as required
- Prepares general and progress reports as needed
- Prepares Individual Work Plan

Other

- Performs other related duties as requested

Performance Standards:

- Recruitment and selection documentation retrieved/recorded/collated in agreed timeframe and required format;
- Interview scheduled and arranged in agreed timeframe and in accordance with GOJ guidelines;
- Correspondence and documents prepared in agreed timeframe and format;
- Staff list accurate and updated in the agreed format in accordance with the College's guidelines;
- Reports prepared with agreed timeframe and according to agreed format;
- Work Plan prepared and submitted within time and format prescribed.

Internal and External Contacts:

<u>Contact</u>	<u>Purpose of Communication</u>
Human Resource Officer, Benefits	To gather human resource data
Academic and Non-Academic Staff	To provide/receive information

(ii) External Contacts (required for the achievement of the position's objectives)

<u>Contact</u>	<u>Purpose of Communication</u>
Health Services Providers	To provide and gather information/receive guidance
Other Colleges/Tertiary Institutions	To provide and gather information

Required Competencies:

Core

- Oral and written communication skills
- Presentation skills
- Confidentiality and Integrity
- Ability to work as part of a team
- Results-oriented

Technical

- Knowledge of the principles of benefits administration;
- Knowledge of Human Resource Management principles and practices;
- Knowledge of the Staff Orders
- Working knowledge of the Public Service Regulations;
- Excellent presentation skills;
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;
- Advanced IT skills in relation to Word, PowerPoint, and Excel.
- Knowledge of office practices, procedure and records management

Minimum Required Education and Experience

- Bachelor's Degree in Public Administration, Management or related Social Science discipline with at least two (2) years working experience in a responsible administrative position

OR

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Four (4) years' experience in a Human Resource Management environment

Authority To:

- Access confidential information

- Schedule interviews
- Undertake background checks of potential staff

Special conditions associated with the job

- Typical office working conditions
- May be required to work beyond normal working hours to meet deadlines

Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised