



MINISTRY OF EDUCATION, YOUTH & INFORMATION
REGIONAL EDUCATIONAL SERVICES BRANCH
JOB DESCRIPTION AND SPECIFICATION (Proposed)

JOB TITLE:	Leave Administrator – x3
JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools Services/Regional Educational Services
SECTION/UNIT:	Schools' Human Resource Management /Employee Relations & Benefits Admin
REPORTS TO:	Snr. Human Resource Officer , Employee Relations & Benefits Administration
SUPERVISES:	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/revised

Strategic Objectives:

Job Purpose:

Under the general supervision of the Manager - Employee Relations & Benefits Administration, the Leave Administrator is responsible for calculating, monitoring, maintaining and auditing of leave allotments and benefits administration in accordance with GOJ HR regulations and other agreed guidelines for both academic and non-academic staff.

Key Outputs:

- Leave & other benefits request processed
- Leave entitlements calculated and updated
- Leave and benefit administration research conducted
- Attendance reports analyzed
- Personnel files and service records updated and maintained
- Health Cards applications processed
- Duty concession applications processed and records maintained
- Study leave bonding documents processed and submitted
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Receives and analyses Attendance Reports for each educational institution as assigned;
- Processes leave application for vacation, casual, sick, maternity, special, study and secondment by:
 - Determining eligibility as it relates to leave quota
 - Determining years of continuous service and permanency
 - Updating respective leave records and submits leave data to central Office for approval
 - Monitoring leave utilization and accumulation
 - Recording/updating all approved leave
 - Maintains a leave register
 - Informing the relevant personnel of approval/disapproval of leave and resumption dates
 - Preparing salary advice with leave approval to be submitted to Teachers' Financial Services
- Computes leave to determine eligibility for leave requested and also to ascertain if leave was taken in excess for academic year;
- Updates personnel files with Vacation leave computation on a quarterly basis;
- Provide advice to Teachers Financial Services Unit, Chairman/Bursar of excess leave for academic year and provides advice to Teachers on vacation and other leave and date of resumption;
- Prepares/issues letters to schools, chairman/Bursar and Teachers Financial Services advising of approval of leave;
- Maintains records of all application for leave including casual, sick, vacation, secondment, resumption of duties and resignation;

- Provides reports on leave/other benefits statistics and updates for each educational institution as assigned on a periodic basis to guide the Human Resource Planning processes;
- Conducts research on matters relating to leave/benefits administration;
- Maintains an updated Service Records concerning leave taken for each teacher employed
- Liaises with the SHRMD – MoFPS on all leave and general benefits policies and operations;
- Supports senior executives in the provision of leave and general benefits advisory/training for managers and employees, as required;
- Records and processes all incoming and outgoing correspondence for leave;
- Provides advice to employees on Employee Benefits and Union Agreements with the provision of the Staff Orders;
- Processes and submits applications for the enrolment on Health Insurance Schemes and forwards dedication and authorization forms to insurance provider
- Processes and maintains records of applications for Duty Concession/Motor Vehicle revolving loan; ensuring all particular documents are received prior to submission for approval;
- Prepares and administer bonding documents and ensures that they are signed by all guarantors and teachers granted Study Leave;
- Prepares and checks completed Loan Agreement Forms for all Teachers granted Study Leave;
- Advices the bonding Section of teachers who fail to serve their bonding periods;
- Remains aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure that educational institutions achieves best practice and strategic objectives.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Other

- Performs Any other related duties that may be assigned from time to time

Performance Standards:

- Leave & other benefits requests processed in accordance with agreed standards, SHRMD policies, guidelines and timeframes;
- Leave entitlements calculated and updated in accordance with agreed standards, SHRMD policies, guidelines and timeframes;
- Leave and benefit administration research conducted are evidence-based and completed in agreed timeframes;
- Attendance reports analyzed in accordance with SHRMD policies, guidelines and timeframes;
- Personnel files and service records updated and maintained in keeping with agreed standards and timeframes;
- Health Cards applications processed in keeping with agreed standards and timeframes;
- Duty concession applications processed and records maintained in keeping with agreed standards and

timeframes;

- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts (specify purpose of significant contacts):

Internal Contacts

Contact (Title)	Purpose of Communication
Teachers	To obtain and provide information
Teachers Financial Services Unit	To obtain information re leave of absence card
Bursars	To obtain and provide information
Administrative & Ancillary Staff	To obtain and provide information

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Ministry of Finance & Public Service	To provide/receive information on Motor Vehicle, Computer, Miscellaneous and Tertiary Loans & duty Concession
Accountant General's Department	To provide /receive information on Salary Advance & Motor Vehicle Insurance
Health Insurance Providers	To obtain information re: health plan & application

Required Competencies:

Core:

- Good interpersonal, verbal and written communication skills
- Excellent customer service skills
- Attention to detail
- Well-developed planning and organizing skills
- Ability to demonstrate a high level of professionalism and confidentiality
- Ability to plan and prioritize to meet deadlines
- Ability to work on own initiative

Technical:

- Knowledge of the principles of administrative management;
- Knowledge of Human Resource Management principles and practices;
- Knowledge of the Education Regulations, SHRMD guidelines, Public Service Regulations and related rules;
- Knowledge of relevant computer systems and applications
- Sound knowledge of leave computation
- Knowledge of office practices, procedure and records management

Minimum Required Education and Experience:

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' work experience.

Authority To:

- Access confidential files

Specific Conditions associated with the job:

- Normal office environment

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

21/4/2024

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised