

JOB DESCRIPTION AND SPECIFICATION
FIREARM LICENSING AUTHORITY

JOB TITLE	HUMAN RESOURCE OFFICER
JOB GRADE	GMG/AM 4
DIVISION	Human, Resource Management & Development Unit
REPORTS TO	Senior Human Resource Officer
REMUNERATION	\$2,190,302.00 per annum

Job Purpose

- To maintain an effective file management system that enhances and supports the operations of the Human Resource Management and Development Unit.
- To continuously monitor and process employees leave entitlement through the interpretation and application of regulations, laws and policies in addition to the maintenance of a system capturing leave information for staff.
- To continuously monitor, request and process employee's performance appraisals and seeking the requisite approvals for performance related incentives and renewal of contracts as instructed.

Key Outputs

- Filing system developed and maintained.
- Staff files completed and updated.
- Leave Registry maintained.
- Human Resource System Maintained.
- Staff Performance Appraisal tracked and maintained.
- Employee performance appraisal form requested.

Key Responsibility Areas:

Technical/Professional Responsibilities

Performance

- Request employee performance appraisal forms and assist the Manager, Human Resource Management and Development in reviewing same for final decision.
- Monitors the performance evaluation process.
- Makes request of supervisors for copies of agreed work plans of staff under their supervision.

- At the direction of the Senior Human Resource Officer implements HR intervention strategies e.g. counselling, training and/or staff rotation.
- Assist in conducting Training and Development activities.
- Maintains accurate attendance records for all members of staff.
- Assist with the provision of development opportunities through the maintenance of a database populated by the contents of the employee's performance appraisal information.
- Make recommendations for corrective action to be taken to improve performance, where necessary.

Leave

- Provides information concerning leave eligibility and entitlement to authorized personnel.
- Prepare year end leave information.
- At the direction of the Senior Human Resource Officer, prepares memorandum to the Accounts Unit for the payment of accumulated Vacation Leave.
- Compute, Update and Maintain a Leave Register with all leave records.
- Provides information concerning leave eligibility and entitlement to authorized personnel.
- Administer leave benefits by processing all leave applications and communicating the decision to the applicant (staff).
- Maintains leave information and advises staff accordingly as requested.

Records

- Maintain an efficient filing system that facilitates easy access to files.
- Monitor the physical and computerized storage capacity of the Unit.
- Develop a tracking system to track the movement of files and status of requests from the Unit.
- Maintain files, by
 - Preparing, Updating and minuting files on a daily basis.
- Makes request for additional documents required for files.
- Preparation of reports as requested.
- Prompt response to all requests for files by authorized personnel.
- Daily refilling of files.

Other Responsibilities

- Perform other related duties as reasonably assigned by the supervisor.

Authority (decision the post holder has the power to make or recommend)

- Access confidential information.
- Communicate decision made on employees leave application and performance appraisals.
- Communicate leave information to the Accounts Unit.

Performance Standards

- Stipulated deadlines are consistently met.

- Files are updated regularly and are easy to retrieve.
- Outgoing mails are packaged and addressed to parties and are duly signed for.
- Leave is accurately calculated and recorded.
- Tasks are completed accurately and efficiently.
- Request for employee's performance appraisals are made within two (2) working days of anniversary.
- Attendance and punctuality are consistently good.
- Harmonious relations are maintained with staff members and external contacts.
- Confidentiality and integrity are exercised.

Internal and External Contacts:

Internal Contacts

Contact	Purpose of Communication
Divisional Heads and Employees	Access and provide information related to the Division's portfolio

External Contacts

Contact	Purpose of Communication
External Clients	To query matter relating to leave administration.

Working Conditions:

- Work is performed in a standard office environment.

Required Competencies:

Core

- Good interpersonal skills.
- Excellent knowledge of office practices and procedures.
- Good Communication skills, both orally and written.
- Good time management and organizing skills.
- Good knowledge of relevant computer applications.
- Ability to work under pressure and meet tight deadlines.
- Good use of initiative.
- Sound knowledge of Leave Administration.
- Knowledge of Government/Ministry's policies and procedures.
- Knowledge of Human Resource procedures and processes

Minimum Required Qualification

- Four (4) subjects at GCE O'Level/CXC inclusive of English Language and Mathematics.

- Certificate in Records Information Management, Human Resource Management, Business Administration, or any related field from an accredited institution.
- Two (2) years' related experience.
- Experience working in a Human Resource environment would be an asset.