



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/OFFICE:** Ministry of Public Service

**DIVISION:** Corporate Services

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** ..... **MINISTRY VACANCY NUMBER:** .....

**POSITION TITLE:** Human Resources Manager

**POSITION LEVEL:** Level 12/13

**SALARY RANGE:** \$3,210.61 – \$3,395.95 p/fortnight

**THIS POSITION REPORTS TO:** Permanent Secretary

**POSITIONS SUPERVISED:** PAO (Salaries), SAO (HR Officer)

### SECTION B - SCOPE OF DUTIES

The Ministry of Public Service administers all strategic HR and employment related matters in the public service. It does this by developing and overseeing HR and employment related laws, policies, guidelines and providing support to line Ministries to ensure compliance.

The Corporate Services Division supports the Ministry of Public Service to deliver its mandate by ensuring that all physical and human resources are in place and properly administered to enable high quality service delivery.

This position will contribute to the corporate functions and objectives of this Ministry by overseeing all strategic and operational human resource management functions. This includes strategic HRD planning, implementation of HR policies and plans and management of all workforce related issues.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Provide accurate and appropriate advice to senior management on HR and workforce related issues including but not limited to recruitment and selection, industrial relations, workforce budgeting and establishment, performance management and human resource development
- Support the Permanent Secretary and other senior Managers to ensure that Organisation Structures remain current and aligned to delivery of corporate objectives
- Develop an Annual HR Work Plan and Recruitment Plan for the Ministry
- Provide high quality reports and workforce related data to senior management and other stakeholders as required
- Manage the Ministry's Recruitment and Selection function to ensure that vacancies are filled in a timely manner and merit is applied to all appointments and promotions

- Coordinate the Ministry's annual Workforce Budgeting process to ensure that the annual budget bid is developed and submitted to MPS and MoF within the stipulated timeframe (*this includes proper Workforce Planning and Job Analysis to support the bid*)
- Coordinate and develop the Ministry's annual HRD Plan in consultation and collaboration with all Divisional Heads (includes long & short term training and development)
- Support implementation of the public service Performance Management Policy by coordinating the Ministry's annual performance appraisal process in close consultation and collaboration with all Divisional Heads (*note, the HRM is not expected to do all of the PAs; this is the responsibility of respective Divisional Heads; the HRM role is to coordinate and ensure that all Divisional Heads have the correct forms, understand the process etc*)
- Implement new or revised HR Policies as required by the Ministry of Public Service and other key stakeholders
- Assist the Permanent Secretary to implement all decisions issued by the Public Service Commission
- Oversee all salary payments within the Ministry including payment of annual increments, confirmations, allowances and overtime to ensure appropriate processing in accordance with public service laws, policies and procedures
- Conduct regular audits of the payroll to ensure accuracy and compliance with all public service laws, policies and procedures
- Respond to housing and other staff welfare issues in an appropriate manner
- Ensure that a register of all staff housing arrangements is properly maintained
- Effectively supervise subordinate staff and ensure that realistic performance appraisals are conducted
- Develop the Ministry's Annual Leave Roster to ensure that staff leave is properly planned and the Ministry's operational requirements are not jeopardised
- Support the Gender Focal Point to implement a gender mainstreaming approach within the Ministry
- Represent the Ministry at all SIG HRM Forums and other workshops and meetings
- Oversee the induction of all new officers and ensure they are enrolled in IPAM's *Know your Public Service Course*
- Actively role model the SIG Code of Conduct
- Any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

The incumbent of this position will have his/her performance assessed according to following key deliverables:

- Accurate and reliable HR advice provided to management in a timely manner
- Annual HR Plan and Divisional Work Plan developed and endorsed by EMT
- Number of vacant positions filled in accordance with Recruitment Plan
- Annual workforce budget bid prepared and finalised within required timeframe
- Ministry's HRD plan developed and endorsed by EMT on annual basis
- Performance Appraisals and increments completed for all subordinate staff and Line Managers supported to complete annual performance appraisals
- Annual Leave Roster developed and endorsed by EMT
- All staff have approved Job Descriptions which reflect MPS core business and objectives
- All conditions of employment for staff are up-to-date and being administered in accordance with public services laws, policies and procedures
- HR Policies are being implemented as required
- All SIG HRM Forums and other meetings attended (unless valid excuse)
- 100% attendance and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Desirable Qualifications**

- A tertiary qualification in Human Resource management, Public Administration or related discipline is desirable for this role.

### **Capabilities Required**

- The incumbent is expected to perform the role in accordance with the generic leadership and management capability profiles outlined in the Solomon Islands Public Sector Leadership and Management Development Framework for those at Manager level.
- The incumbent is expected to complete the IPAM Leadership & Management Development Course within 12 months of being appointed to the role

## **SECTION F - KEY SELECTION CRITERIA**

Suitability for this position will be assessed against the following key selection criteria:

### **Experience**

1. At least five years of experience working in a HR related role in either public service or private sector

### **Skills and Ability**

2. Demonstrated skills and ability in all aspects of HRM including Recruitment and Selection, Industrial Relations, Performance Management, Human Resource Development, Workforce Design and Gender Equality
3. Demonstrated skills and ability to develop annual HR plans and monitor/report on their progress
4. High level written and verbal communication skills including ability to prepare high quality written reports and engage effectively with staff at all levels
5. High level computer skills including ability to use a HRMIS System (Aurion) or ability to learn new systems very quickly

### **Knowledge**

6. Extensive knowledge of public service HR and employment related laws, regulations, policies and procedures or ability to learn these very quickly

### **Attitude**

7. Outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct

## SECTION G - TERMS AND CONDITIONS

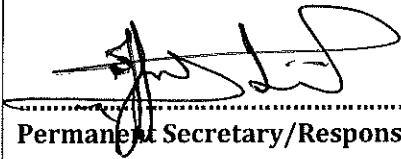
Fortnightly Salary: \$3,210.61 – \$3,395.95      Annual Salary: \$83,475.79 to \$88,294.65

Annual Leave entitlement: 42 days per calendar year

Other Conditions of Service relevant to this position:

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

  
.....  
Permanent Secretary/Responsible Officer

12/10/20  
.....  
Date Approved

*Additional Comments:*