



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: **HUMAN RESOURCE MANAGER (HRM)**

POSITION NUMBER (HRMIS): **273-00005** POSITION LEVEL: **L12/13**

SALARY RANGE: **\$83, 475.79 - \$91, 069.87** MINISTRY VACANCY NUMBER:

DIVISION: **Corporate Services** DUTY STATION: **MoFT Headquarters**

MINISTRY: **Ministry of Finance and Treasury (MoFT)**

THIS POSITION REPORTS TO: **Permanent Secretary and Deputy Secretary Corporate**

POSITIONS SUPERVISED: **Assistant HR Manager**

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on monetary, budget and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the Public Service.

The MoFT Corporate Services Support Division manages the Ministry's Corporate Planning, Human Resource Management, Secretarial Services, Central Tender Board, Procurement and Asset Management services.

This HR management role will contribute to the corporate functions and objectives by leading and managing all strategic and operational HR functions. This role provides support to Heads of Divisions on all HR Management issues.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Provide accurate and timely advice to senior management on all HR related issues, including but not limited to; HR administration, HR policy, workforce planning and development, manpower budgets, recruitment and selection, performance management, discipline and industrial relations
2. Participate in the development, implementation, monitoring and reporting of Corporate and HR Annual Work Plans

3. Liaise with internal and external stakeholders particularly the Ministry of Public Service and Public Service Commission to ensure the efficient implementation of Public Sector Reform and processing of Ministry HR matters
4. Support the Permanent Secretary and other Senior Managers to review organisation structures and jobs to ensure they remain current and aligned to delivery of corporate goals and objectives
5. Prepare and present the designated list of HR monthly reports at Executive Meetings to inform Executives about HR activities and assist them with their HR decision making
6. Manage the provision of the following HR Services to ensure the quality and timeliness of responses and outcomes; HR Policy and Reform, General Personnel Services, Workforce Planning and Budgeting, Recruitment and Selection, Training and Development and HR Performance Management
7. Undertake 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 their performance assessed according to following key deliverables:

1. Accurate and timely advice provided to management
2. Active participation in the Ministry's Corporate Planning activities, and HR Annual Plan goals and objectives achieved
3. Reviews of MoFT's organisation structures completed annually with all Executive Managers
4. Designated HR reports prepared and presented at monthly Executive Meetings
5. A high standard and quality of HR services provided fulfilling the expectations and needs of internal and external stakeholders
6. Completion of other duties assigned by the Permanent Secretary or Under Secretary
7. 100% attendance and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- *Tertiary qualifications in Human Resource Management, Management, Industrial Relations or Public Administration*

Desirable Qualifications

Other relevant tertiary qualifications

Capabilities Required

- **Knowledge/ability**
- Excellent knowledge of and ability to apply SIG Government Public Service laws, regulations and HR Policy
- **Skills**
- Leadership and Management
- Excellent verbal and written communication
- Corporate planning and reporting
- Problem solving and decision making

SECTION F - KEY SELECTION CRITERIA

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

- KSC 1 Previous experience leading and managing a team providing HR services in either the public or private sectors
- KSC 2 Previous experience preparing and providing advice on strategic and contemporary HR matters for senior executives and supervisors
- KSC 3 Demonstrated skills ability to develop annual HR plans, implement, monitor and report on their progress
- KSC 4 High level written and verbal communication skills including ability to prepare high quality written reports and engage effectively with staff at all levels
- KSC 5 Advanced IT skills in Microsoft Office applications and other HR IT management systems
- KSC 6 Extensive knowledge of public service HR and employment related laws, regulations and policies or demonstrated ability to quickly learn and apply relevant laws, regulations and policies
- KSC 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-\$3,502.69

Annual Salary: \$83,475.79 - \$91,069.87

Annual Leave entitlement: As per Ministry of Public Service Policy.

Other Conditions of Service relevant to this position:

- A Housing Allowance or access to the Public Service Rental Scheme
- B Other standard leave entitlements outlined in the General Orders for SIG Public Servants

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

23/06.....
Date Approved

Additional Comments:

Approve