

Scheme of Service Specified Under Regulation 15 of the  
Public Service Commission Regulations, 1967

**Ministry:** Training, Skills Development and Productivity

**Post:** Senior Human Resource Analyst

**Salary:** Rs 17,270 x 600 – 21,470 (ADM 4)

**Effective Date:** 15 July 2002

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Human Resource Analyst reckoning at least four years' service in a substantive capacity in the grade.

- Duties:**
1. To supervise and co-ordinate the work of Human Resource Analysts.
  2. To draft policy papers on Human Resource Planning and Development.
  3. To analyse reports and documents relating to Human Resource Planning and Development.
  4. To make recommendations on Human Resource Planning and Development for different sectors in the economy.
  5. To carry out training needs analysis and to ensure the implementation and monitoring of projects relating to Human Resource Development.
  6. To prepare programmes for better utilisation of human resources in the different sectors of the economy.
  7. To monitor the implementation of the Labour Market Information System.
  8. To carry out job surveys and forecasts.
  9. To monitor and evaluate labour market information and conduct policy analysis relating to changes in employment, real wages as well as wage regulations and productivity trends.
  10. To perform such cognate duties as may be assigned.

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for Secretary for Public Service Affairs

15 JUL 2002  
Date.....

