

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Civil Service and Administrative Reforms

Post: Deputy Director, Human Resource Management

Salary: Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (08 70 83)

Effective Date: 28 February 2014

Qualifications: By selection from among officers in the grades of Manager, Human Resources and Human Resource Management Officer who reckon at least three years' service in a substantive capacity in their respective grade and who –

- (i) have a thorough knowledge of human resource policies, related legislation and latest trends in human resource management and the design of work systems;
- (ii) possess strong leadership, managerial and organising skills;
- (iii) possess excellent communication and interpersonal skills;
- (iv) possess strong analytical skills and are able to adopt a multidisciplinary approach to problem-solving and decision-making; and
- (v) have the ability to work under pressure and meet tight deadlines.

Role and Responsibilities: To assist in advising and providing technical input for the formulation and implementation of human resource policies and strategies in line with the strategic direction of Government and in ensuring uniformity and consistency in the management of human resources in the Public Service.

Duties:

1. To assist the Director, Human Resource Management in –
 - (i) ensuring that rules, regulations and other practices relating to human resource are correctly interpreted and applied in Ministries/Departments;
 - (ii) ensuring that reforms and change management initiatives in the field of human resource management, including the Performance Management System and the Human Resource Management Information System are carried out effectively;

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CERTIFIED CORRECT

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*for Senior Chief Executive
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- (iii) providing guidance on the training of officers of the Human Resource Management Cadre and keeping under review the training needs of these officers;
 - (iv) the examination of human resource proposals from Ministries/Departments in the context of Programme Based Budgeting exercise;
 - (v) ensuring the proper staffing and deployment of officers of the Human Resource Management Cadre in Ministries/Departments;
 - (vi) promoting a learning culture among officers of the Human Resource Management Cadre;
 - (vii) carrying out research work for the formulation of human resource policies and strategies; and
 - (viii) mentoring and guiding officers of the Human Resource Management Cadre posted in Ministries/Departments for enhancement of operational efficiency and effectiveness.
2. To deputise for the Director, Human Resource Management, as and when required.
 3. To advise on Employment Relations matters.
 4. To assist in the formulation and review of schemes of service.
 5. To advise on the development of organisational structures and carry out job inspections, as and when required.
 6. To be responsible for the preparation and amendment of the Civil Establishment Order.
 7. To represent the Ministry on boards and committees.
 8. To attend Court/Tribunal in respect of cases relating to human resource matters.

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9. To provide advice on matters relating to staff welfare.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Deputy Director, Human Resource Management in the roles ascribed to him.



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