

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Manager, Human Resources
- Salary:** Rs 37,775 x 1,500 – 58,775 (08 65 79)
- Effective Date:** 01 September 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Manager, Human Resources who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) are fully conversant with human resource policies, rules, regulations, practices and related legislation for the Public Sector and the latest trends in human resource management;
  - (ii) possess good leadership and strong communication, interpersonal and negotiating skills;
  - (iii) possess good problem-solving skills and the ability to analyse complex human resource matters;
  - (iv) have the ability to work in a multi-disciplinary team; and
  - (v) are capable to work under pressure and meet tight deadlines.
- Role and Responsibilities:** To be responsible for providing professional human resource services as well as co-ordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Ministry/Department.
- Duties:**
1. To be responsible for the day-to-day management of the Human Resource section of a Ministry/Department.
  2. To advise on all matters relating to human resource policies, practices and procedures.
  3. To ensure that –
    - (i) human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably; and

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*[Signature]*  
.....  
for Senior Chief Executive  
Ministry of Civil Service and  
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- (ii) schemes of service are properly drafted and existing ones are reviewed to meet organisational needs in terms of roles and responsibilities.
4. To develop in consultation with the head of the Ministry/Department, a strategic approach to human resource management and development to ensure the effective achievement of the organisation's goals and objectives.
  5. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level of responsibilities with organisational needs.
  6. To ensure the successful implementation and sustainability of all modernisation, reforms and change management initiatives in the field of human resource management.
  7. To prepare human resource proposals in the context of budgetary exercise.
  8. To liaise with line managers/divisional heads of Ministries/Departments to establish a manpower and succession plan for their respective section/unit.
  9. To assist in carrying out studies and research work in problem areas.
  10. To supervise and provide proper guidance and coaching to subordinate staff.
  11. To conduct Training Needs Analysis, assist in the mounting of appropriate training courses and to evaluate effectiveness of training.
  12. To develop and implement organisation design and work processes.
  13. To act as chairperson/member/secretary of boards and committees relating to human resource matters.
  14. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.

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15. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.
16. To facilitate the promotion of staff welfare and a good, healthy and safe working environment.
17. To use ICT in the performance of his duties.
18. 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 Manager, Human Resources in the roles ascribed to him.



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