


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

- Ministry:** Public Service, Administrative and Institutional Reforms
- Post:** Assistant Manager, Human Resources
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 58,075
(08 064 082) [Personal]
- Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450
(08 064 081) [Future Holder]
- Effective Date:** 20 April 2021
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Human Resource Executive who –
- (i) reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grades of Senior Human Resource Executive and Human Resource Executive;
 - (ii) possess a degree in Human Resource Management or a degree with Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (iii) have a good knowledge of policies, rules and regulations relating to the management of human resources in the Public Sector and the latest trends in human resource management;
 - (iv) possess good interpersonal and communication skills;
 - (v) possess good analytical and problem-solving skills; and
 - (vi) have the ability to work in a multi-disciplinary team and to meet tight deadlines.
- Role and Responsibilities:** To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Ministry/Department.

/2...



CERTIFIED CORRECT


.....
D. Gowry (Mrs)
for Secretary for Public Service

20 April 2021
Date.....

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


-2-

Duties:

1. To provide advice on all matters relating to human resource policies, practices and procedures.
2. To be in charge, as and when required, of the Human Resource Section of a Ministry/Department and to be responsible for its day-to-day management.
3. To provide professional human resource services through the effective administration and management of human resource systems, procedures and policies.
4. To ensure that human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
5. To carry out human resource planning to match human resource requirements in terms of number, roles and level of responsibilities with organisational needs and conduct regular manpower assessments to ensure optimum use of human resources.
6. To facilitate the successful implementation and sustainability of change management initiatives and reforms in the field of human resource management such as Performance Management System and any e-HRM system.
7. To conduct Training Needs Analysis and assist in the mounting of appropriate training courses.
8. To develop and implement organisation design and work processes.
9. To draft schemes of service and revise existing ones in line with organisational needs.
10. To prepare human resource proposals in the context of budgetary exercise.
11. To act as chairperson/member/secretary of committees and boards on human resource matters.

/3...

CERTIFIED CORRECT


.....
D. Gowry (Mrs)
for Secretary for Public Service

20 April 2021

Date.....




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

-3-

12. To supervise and provide proper guidance and coaching to subordinate staff.
13. To attend Courts/Tribunals and other related institutions in respect of cases relating to human resource matters and to ensure proper follow-up action.
14. To promote good employee relations and staff welfare and take prompt action to settle grievances and conflicts through negotiation/discussion.
15. To use ICT in the performance of his duties.
16. 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 Assistant Manager, Human Resources in the roles ascribed to him.



CERTIFIED CORRECT


.....
D. Gowry (Mrs)
for Secretary for Public Service

20 April 2021

Date.....