

## **SCHEME OF SERVICE**

**Organisation:** Land Drainage Authority

**Post:** Human Resource Management Officer

**Salary:** **Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 (LDA 8A)**

**Qualifications:**

- A. By selection from among candidates who –
  - (i) possess a degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Land Drainage Authority; and
  - (ii) reckon at least three years' post qualification experience in the field of Human Resource Management.
- B. Candidates should –
  - (i) be 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 negotiating skills;
  - (iii) possess good interpersonal and communication skills;
  - (iv) possess good problem-solving skills and the ability to analyse complex human resource matters;
  - (v) have the ability to work in a multi-disciplinary team;
  - (vi) be able to meet tight deadlines; and
  - (vii) be computer literate.

Candidates should produce written evidence of knowledge/experience claimed.

**Role and Responsibilities:** To be responsible to the Director for providing professional human resource services **as well as** coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Land Drainage Authority.

**Duties:**

- 1. To be responsible to the Director for the day-to-day management of the Human Resource section of the Land Drainage Authority.
- 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
  - (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 Director, 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 modernization, 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 the Land Drainage Authority 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.
15. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiations/discussions.
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 Human Resource Management Officer in the roles ascribed to him.

**CERTIFIED CORRECT**

**Officer-in- Charge**