**Roles and Responsibilities:**

To provide human resource management services in line with approved human resource policies and strategies.

**Duties**

1. To be responsible for all matters relating to Human Resource Management in an efficient and effective manner.
2. To provide professional human resource services through the effective administration and management on human resources systems, procedures and policies.
3. To advise on human resource matters in accordance with rules and regulations.
4. To ensure that procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
5. To ensure the smooth functioning of the Human Resource Section of the Council.
6. To keep an updated digital database system for records of all employees and to monitor the attendance of officers in line with established guidelines.
7. To supervise and provide proper guidance and coaching to subordinate staff.
8. To act as member/secretary of Boards and Committees relating to human resource matters.
9. To draft and process schemes of service pertaining to the Council.
10. To assist in the preparation of the HR proposals in the context of budgetary exercise and conduct of HRP/assessment exercise.
11. To assist in:
12. The determination of the human resource needs of the Council in terms of number, grading and level of responsibility through training needs analysis; and
13. The keeping of staffing requirements under constant review through job inspection, deployment and placement of staff and regular manpower assessments.
14. To attend to Court/Tribunal and other related institutions in respect of cases relating to HR matters and ensure proper follow-up action.
15. To ensure –
16. well-defined disciplinary procedures are established;
17. Conflicts and employees’ grievances are promptly attended to at all levels through negotiation and discussion; and
18. The promotion of good employees relations and the taking of prompt action to settle grievance and conflict.
19. To establish systems and procedures for an effective performance management system.
20. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
21. To make use of ICT in the performance of his duties.
22. 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 Officer/Senior Human Resource Officer.