

Job Description for HR Administrator

The Social Development Commission invites applications from suitably qualified persons for the following Contractual position.

Human Resource Administrator (Head Office)

Main Responsibilities:

Reporting to the HR Manager, the Human Resource Administrator is required to manage HR activities as it relate to recruitment, employment contracts, and benefits administration. Assist in updating the Commission's Policy and Procedure Manual, Job Descriptions, and Specifications for ancillary staff as well as oversee the general operations of the Human Resource Registry. Monitors and evaluates the performance of direct reports.

Qualification:

- A first Degree in Human Resource Management/Business Administration,
- Certified Administrative Professional Designation
- Supervisory Management Certification
- At least four (4) years' experience in the field.

Technical:

- Excellent knowledge of Government's Human Resource regulations, policies and procedures;
- Proficiency in the use of relevant computer applications; Microsoft Office suite;
- Excellent knowledge of Human Resource Management practices and methodical.

Required Skills/Competencies:

- Excellent oral (incl. presentation) and written communication skills;
- Confidential;
- Good leadership skills;
- Excellent interpersonal skills;
- Integrity;
- Teamwork and cooperation;
- Compliance;
- Good planning and organizing skills;
- Good problem-solving and decision-making skills;
- Results-oriented.

Special Conditions Associated with the job:

- Traveling to various locations to perform work-related assignments and/or attend meetings.
- May be required to work outside of normal working hours.

Classification/Salary:

Administrative Management Group (GMG/AM 4, Band 6), \$2,478,125 to \$3,332,803 per annum.

Application with Curriculum Vitae should be submitted by Tuesday, April 30, 2024, to socialdevelopmentcommission@gmail.com

Only persons who have been shortlisted for interview will be contacted.