

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

POST	:	Manager, Human Resources
REPORTING RELATIONSHIP	:	To the General Manager
SALARY	:	Negotiable based on qualifications and experience
QUALIFICATIONS AND EXPERIENCE	:	(i) Possess a degree in Human Resource Management or Management or Business Administration or Personnel Management from a recognized institution or an equivalent qualification acceptable to the Board. (ii) Reckon at least seven years post qualification experience in the field of Human Resource Management. (iii) Possess excellent communications, leadership and interpersonal skills. (iv) Be able to lead and motivate a team of officers. (v) Experience in supervision, labour coordination and fostering collaborative work cultures will be highly valued.

Other requisites

Additional professional training or certifications relevant to Management, assessment, and strategic planning will be considered an asset.

Candidates should produce evidence of experience/knowledge claimed.

DUTIES AND RESPONSIBILITIES	:	1. To be responsible for the day-to-day management of the Human Resource section. 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 reviewed to meet organisational needs in terms of roles and responsibilities. 4. To develop a strategic approach to human resource management and development to ensure the effective achievement of the organisation's goals and objectives.
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5. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level 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 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 attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.
14. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.
15. To facilitate the promotion of staff welfare and a good, healthy and safe working environment.
16. To use ICT in the performance of his duties.
17. 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.