

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Human Resource Officer
SALARY:	Rs 30350 x 850 – 31200 x 980 – 35120 x 1130 – 39640 x 1300 – 44840 x 1500 – 50840 x 1730 – 57760 x 1990 – 65720 x 2290 +70300
TRAVELLING ALLOWANCE:	Rs 12,000 Monthly
PHONE ALLOWANCE	Rs 1,100 Monthly
QUALIFICATIONS EXPERIENCE/SKILLS	<p>Candidates should possess:</p> <ul style="list-style-type: none">• A Degree in Human Resource Management or an equivalent qualification acceptable to the Foundation; <p>Candidates should have:-</p> <ul style="list-style-type: none">• At least three years' experience in the field of Human Resource Management;• In depth knowledge of human resource policies and practices, Labour laws and regulations;• Good analytical and problem-solving skills;• Good interpersonal, communication and negotiating skills; and• Good IT Skills and ability to operate simple access based software.
DUTIES & RESPONSIBILITIES	<ol style="list-style-type: none">1. To assist the HR Manager on all matters relating to Human Resource Management and ensure an alignment of HR strategies with the strategic goals of the Foundation.2. To assist the HR Manager on the following:<ol style="list-style-type: none">(i) Human resource planning;(ii) Drafting of schemes of services;(iii) Management of the recruitment and selection process;(iv) Implementation of a Performance Management System; and

	<p>(v) Guidance on matters pertaining to compensation and other benefits.</p> <ol style="list-style-type: none"> 3. To assist the HR Manager to ensure that procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably. 4. To keep an updated database system for records of all employees and to monitor the attendance of officers in line with established guidelines. 5. To ensure the safekeeping of staffing personal file. 6. To assist the HR Manager to establish systems and procedures for an effective Performance Management System (PMS). 7. To assist the HR Manager to carry out training needs analysis and to ensure that training programmes are properly implemented and evaluated. 8. To attend meetings and draft reports. 9. To assist in the implementation of employee onboarding. 10. To make use of ICT in the performance of duties. 11. To assist the HR Manager in ensuring health and safety in the workplace and in the promotion of staff welfare and wellness activities. 12. 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 Secretary General.
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June 2023