Assistant for Human Resources Unit

PURPOSE OF THE POSITION

Human Resources Officer implemented policies relating to the effective use of personnel within the university. Their aim is to ensure that the university employs the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve the University’s goals.

HR officer are involved in a range of activities required by the university such as working practices, recruitment, pay, conditions of employment, negotiation with external work-related agencies, and equality and diversity.

SCOPE
- Administering payroll and maintaining employee records;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Be able to devise and implement policies which select, develop and retain the right staff needed to meet there objectives;
- Implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Draft with line directors on HR planning strategies which consider immediate and long-term staff requirements;
- Interpreting and advising on Labor Law;
- Negotiating with staff on issues relating to pay and conditions;
- Help in recruitment staff and faculty include, preparing job advertise, checking application forms, short listing, prepare for interviewing and selecting candidates;
- Undertaking regular salary review;
- Working closely with offices, colleges, increasingly in consultancy role, assisting line directors to understand and implement policies and procedures;
- Other work as assign by Director.

QUALIFICATION
The incumbent require obtaining BA degree in Human Resources Management, or other relevant fields, with two-year working experience in HR field.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES
Knowledge
The incumbent must have proficient knowledge in the following areas:
- Knowledge on Labor Law
- Knowledge on filling
- Maintain a high level of accuracy confidentiality concerning file and other confidential documents and information.

Skills
The incumbent must demonstrate the following skills:
- Excellent interpersonal skills and honest
- Demonstrate critical thinking
- Team building skills
- Analytical and problem solving skills
- Negotiation skills
- Effective verbal and written communications skills
- Possess strong personal and organizational skills with less instruction
- Time Management skills
- Have good command of English and Computer literacy
- Demonstrate strong networking
- Be dedicated to the mission of the university

**Personal Attributes**
The incumbent must maintain strict confidentiality in performing the duties of the Deputy Director of Administration. The incumbent must also demonstrate the following personal attributes:

- Highly Responsible and confidentiality
- Be honest and trustworthy
- Be respectful
- Be flexible, highly motivate and creative
- Demonstrate sound work ethics

**Report line**
This position is requiring reporting to Deputy Director for Human Resources Unit.