



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HUMAN RESOURCE OFFICER II (EMPLOYMENT & EMPLOYEE SERVICES)	2. DIVISION □ HEAD OFFICE	3. DEPARTMENT HUMAN RESOURCES
4. ORGANISATIONAL RELATIONSHIP The Human Resource Officer II will report directly to Manager-Employee and Employment Services at the Head Office.		5. NATURE & SCOPE The Human Resource Officer II is responsible for providing technical Human Resources support to appropriate Human Resources personnel (where applicable) to ensure the efficient delivery of Employee and Employment Services to support the Human Resources function in the Authority.
6. SPECIFIC ACCOUNTABILITIES The Human Resource Officer II: <ul style="list-style-type: none">□ Supervises the preparation of employment contracts and offers of employment in conformity with policies and guidelines.□ Provides data and prepare monthly, quarterly and annual reports as requested by the Manager-Employee and Employment Services or appropriate supervisor.□ Supervises the processing of recommendations for leave relief as required to support the delivery of services in the administrative units.□ Performs clerical duties of a more complex nature involving the interpretation of agreements, rules, regulations and policies.□ Prepares Board notes as instructed or allocated by the Manager-Employee and Employment Services or appropriate supervisor.□ Implements Board decisions under the general supervision of the Manager-Employee and Employment Services or appropriate supervisor.□ Processes approvals for the award of increments.□ Reviews Performance Appraisal to facilitate the award of increments and renewal of contracts.□ Renders advice on procedures in the Public Service as it relates to the Health Sector.□ Assists the Manager-Employee and Employment Services or appropriate supervisor in drafting of Human Resources policy guidelines and procedures for review by the General Manager-Human Resources.□ Conducts research and prepare reports on Human Resources matters as requested by the Manager-Employee and Employment Services or appropriate supervisor.□ Verifies worksheets for payment of arrears to staff.□ Prepares listing of officers to be granted permanent employment in keeping with the Authority’s policies for review by the Manager-Employee and Employment Services or appropriate supervisor subsequent to review by the General Manager-Human Resources and Chief Executive Officer and final approval by the Board of Directors.□ Oversees the signing of employment offers and contracts with staff.□ Prepares manpower variance reports on a quarterly basis.□ Identifies training needs from Performance Appraisal Report and forward same to Organizational and Employee Development Unit.□ Assists in addressing staff-related Human Resources queries.□ Facilitates Human Resources coaching and mentorship with the Human Resources staff in the administrative units.□ Assists administrative units in the review of services and staffing needs to facilitate improving the introduction of new services.□ Performs any other duties as requested by the appropriate Authority.		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">□ Knowledge of Human Resources software applications.□ Effective communications skills both oral and written.□ Effective critical thinking and problem-solving skills.□ Effective time management skills.□ Effective supervisory skills.□ Ability to work with minimal supervision.□ Ability to multitask.
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none">□ Degree in Human Resources Management/Business Management from an accredited institution.□ At least five (5) CXC/GCE O’levels inclusive of English Language and Mathematics.□ Extensive training in the Public Sector Management and more specifically Human Resource Management.□ A minimum of five (5) years experience in a similar position.□ Computer Literate in Microsoft Office Suite.□ Any equivalent combination of training or experience.
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none">□ Human Resource Assistant I□ Human Resource Officer I
10. COMMUNICATION AND WORKING RELATIONSHIP <p><i>Internal:</i></p> <ul style="list-style-type: none">□ Manager-Employee and Employment Services□ Human Resource Officer III□ Area Administrative Officer□ General Manager-Human Resources□ County Medical Officer of Health□ General Manager-Finance□ Staff of the Human Resources Department□ All Heads of Departments□ Other members of staff <p><i>External:</i></p> <ul style="list-style-type: none">□ Other Regional Health Authorities□ Ministry of Health□ Ministry of National Security