



# EDUCATION FACILITIES COMPANY LIMITED

**Job Specification : Human Resource Manager**

**Position Reporting to : Chief Executive Officer**

---

**JOB TITLE:** Manager – Human Resources

## **POSITION PURPOSE**

Develop and implement Human Resource Management policies and practices that contribute to the achievement of the objectives of the organization.

---

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Develop and implement Human Resource Management policies and procedures for the organization.
  2. Provide advice and information to management and employees on Human Resource policies and procedures.
  3. Participate in negotiations with unions and other employee representatives.
  4. Ensure the development and implementation of the training plan for the organization.
  5. Ensure the implementation of organizational development changes.
  6. Ensure the establishment and maintenance of personnel records tracking employment history, promotions, transfers, salaries and training.
  7. Ensure that operating budgets are developed and managed in accordance with the organization's guidelines and procedures.
  8. Ensure the development and timely provision of appropriate reports.
  9. Ensure the development of subordinate personnel so as to create and maintain exceptional levels of productivity.
  10. Perform related duties as may be required.
- 

## **REQUIRED COMPETENCIES**

Extensive knowledge of the legislation and related rules pertaining to Human Resource Management.

- Extensive knowledge of the principles and practices of the various functional areas of Human Resource Management.
- Ability to establish and maintain effective working relationships with associates, representatives of recognized Associations/Unions.
- Excellent conflict resolution and negotiating skills.
- Excellent communication skills both written and oral.
- Sound analytical and reasoning skills.
- Proficient with Microsoft Office Suite.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Management with Human Resource Management or Industrial Relations specialty related discipline.
- Master's Degree in Human Resource Management or a related field.
- Minimum experience: Ten (10) years at a Managerial level in the Human Resources field.

## **KEY PERFORMANCE INDICATORS –**

- Development of a Human Resource Strategic Plan.
- Review of the Human Resource policies to ensure alignment with the Company's strategic goals.
- Implement the Company's Policies and Procedures.
- Ensure the recruitment, selection and training of staff.
- Ensure the implementation of developmental changes in the Company where necessary.
- Implement a Performance Management System.
- Participate in negotiations with unions and other employee representatives.
- Supervise the staff of the Human Resource Department.
- Timely provision of appropriate reports.

