

**VACANCY ANNOUNCEMENT**  
**MINISTRY OF PLANNING & ECONOMIC AFFAIRS**  
**TERMS OF REFERENCE**

Director of Human Resources

Summary

The Director of Human Resources manages all personnel issues in accordance with Civil Service Regulations. The Human Resources Director is responsible to advise the Senior Management Team of the Ministry on the transparent implementation of HR strategies. He/she ensures effective delivery of HR services including, but not limited to, employee recruitment, testing, selection, placement, promotion, transfer, termination and disciplinary matters; reviews disputes, grievances and petitions. He/she assesses client needs, interprets and applies HR strategies and policies, rules and regulations, establishes internal procedures and practices and provides solutions to a wide spectrum of complex HR issues. The HR Director promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale.

The Human Resources Director reports directly to the Assistant Minister for Administration, and supervises the work of the Human Resources Unit.

Duties and Responsibilities

1. Advises the Ministry's leadership team on the interpretation and administration of personnel policies.
  - Ensures full compliance of all HR activities with Civil Service rules and regulations;
  - Advises the Ministry's leadership team on HR practices and their implementation (succession planning, career development, transition, strategic recruitment, contract modalities, learning plan, and performance evaluation);

2. Oversees the administration of personnel actions in line with the Ministry's Strategic Plan and management plans. The incumbent will advise the recruitment team on selection processes and ensure that vacancies are promptly posted. Develop and maintain a database of job applications. Advise the management team on all personnel benefits issues.
3. Directs the Human Resources Unit in administering HR services to all MPEA employees. Oversees the preparation of personnel action requests for recruitment, testing, selection, placement, promotion, demotion, salary adjustments, transfer, termination and disciplinary matters for approval.
  - Oversees the administration of employee benefits such as health care, vacation, safety, insurance, etc.
  - Answers all inquiries about personnel matters made internally or externally.
- 4 Promotes effective functioning of the Ministry through leadership in staff performance management, skill development, productivity, and motivation.
  - Develops procedures and practices that contribute to enhanced and improved HR management;
  - Advises the Ministry's leadership team competencies, and support staff members in career development and training needs through regular performance evaluation.

### **Recruitment Qualifications**

- Minimum Bachelors degree required in Human Resources Management, Administration, or related Field. Masters degree is advantageous;
- At least three years of progressive professional experience in Human Resources is required;
- Knowledge of Civil Service Agency regulations and Human Resource policies;
- Ability to advise the Ministry's leadership team on HR policies;
- Ability to oversee implementation of processes with accuracy, while meeting timeliness.

### **Required competencies**

- Integrity
- Respect for confidentiality
- Professional motivation

- Strong commitment
- Ability to work in a team
- Ability to work long hours without excuses

**Deadline for submission of all applications is Friday, December 24, 2010 at 5:00 PM.**

**Please submit all applications to the Acting Human Resources Director**