

Independent Commission Against Corruption

Job Specification

- Post** : Human Resource Officer
- Division** : Corporate Services
- Report To** : Director, Corporate Services
- Qualifications** : (i) A post "A" level degree in Human Resource Management **or** a degree together with a post graduate qualification in Human Resource Management.
- (ii) Good knowledge of Labour Laws.
- (iii) Experience in employee relations.

Desirable Skills & Abilities: ***Highly reliable/High sense of responsibility and integrity.***

Organizational skills.

Interpersonal and communication skills.

Basic Computer skills.

Duties & Responsibilities :

1. To provide general assistance and support to the Director, Corporate Services in all staff matters and more specially:
 - (a) to formulate and implement plans for manpower development and training;
 - (b) to recommend and implement policies and procedures to be used in the recruitment, promotion, transfer of staff;
 - (c) to help in staff evaluation, performance appraisal and salary administration;
 - (d) to formulate and implement policies and plans relating to industrial relations, health and safety and welfare;
 - (e) to maintain harmonious industrial relations in the organisation; and
 - (f) to maintain good discipline and attend to grievances.

2. To plan, organise and supervise the activities of the personnel section and to ensure that appropriate administrative/support services are provided to all divisions.
3. To assist in the implementation of commission's decisions and to advise generally on personnel matters.
4. To perform such other duties as may be assigned.