

<b>Job Title:</b>	<b>Manager – Human Resources</b>	<b>Reports To:</b>	Managing Director
<b>Division/ Department:</b>	Administration & Support Services	<b>Supervision Given To:</b>	Human Resources Staff
<b>Location:</b>		<b>Type:</b>	

### JOB SUMMARY

The incumbent is required to provide overall management and coordination of the activities of professional and other support staff engaged in the provision of Human Resource Management (HRM). Duties include directing the formulation and implementation of HRM strategies and programmes to support the EMA's strategic objectives and business plan; advising on HRM, organisational and strategic issues; directing and coordinating activities such as change management, HR planning, performance management and training and development; and evaluating the HRM services provided; and effecting necessary changes.

### ROLES AND RESPONSIBILITIES

#### DUTY

1.	Directs the formulation of HRM strategies and the development of HRM programmes and projects to support the EMA's strategic objectives and business plan.
2.	Develops, reviews and implements human resource policies and procedures responsive to the needs of EMA.
3.	Forecasts, in collaboration with the senior management team the manpower needs of the organization, monitors its implementation and ensures that appropriate guidance is provided to divisional managers in order that workforce needs of the EMA are met on an annual basis.
4.	Leads the development and formulation of new or revised recruitment, selection and placement policies and procedures.
5.	Develops structured selection techniques such as Assessment Centres for recruitment where applicable.
6.	Designs and recommends compensation and benefit administration plans that are consistent with the demands for recruitment and retention of high quality staff.
7.	Develops and oversees the implementation of performance management processes and procedures to support the cultural embedding of a successful Performance Management System.
8.	Supports management of the employee performance management process through, inter alia, performance plan guidance and development, and the final evaluation process.
9.	Develops and delivers training to managers, supervisors and employees on performance management issues, including how to conduct various appraisal phases and how to deal with inadequate performers.
10.	Oversees the development of curricula and training programmes and, where necessary, develops the more complex training material for higher level participants ensuring the utilisation of a multi-modal approach to learning.
11.	Serves as an advisor to the Authority on HR and Industrial Relations (IR) practices maintaining a healthy IR climate by ensuring that decisions are implemented in keeping with good IR practice.
12.	Participates in or presides over meetings and discussions with representatives of Ministries/Departments, recognised associations/unions in respect of negotiations, grievances and other matters related to HRM.
13.	Coordinates the preparation of and/or prepares Human Resource Information to facilitate decision making.
14.	Performs any other related duties as may be required.

### MINIMUM TRAINING AND EXPERIENCE

- Minimum of a Post Graduate Degree from an accredited University in Business Administration, Human Resource Management or in a related field.
- Minimum of seven (7) years' prior work experience in the areas of human resource management, public administration, general administration or in related area with at least five (5) years in supervising a team.
- Experience in a regulatory environment would be considered an asset.
- Or any equivalent combination of qualification and experience.

**KNOWLEDGE,  
SKILLS AND  
ABILITIES**

- Considerable knowledge in dealing with Industrial Relations matters, Industrial Court and Ministry of Labour.
- Considerable knowledge of the principles, practices and techniques of HRM.
- Considerable knowledge of government policies, procedures, rules and regulations related to HRM.
- Considerable knowledge of Public Service legislation, rules, regulations and policies.
- Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.
- Knowledge of the principles of office management including organization, work flow, forms, supplies, equipment, and procedures relating to filing, record keeping, correspondence, mail, procurement, stock keeping, and duplicating
- **Analysis and Judgement** – thinks strategically and to rapidly analyse and integrate diverse information from varied sources into conclusions and recommendations.
- **Delivering Results** - accepts personal responsibility, finds solutions, and shows perseverance and follow through in meeting goals.
- **Learning and Improving** – Is self -aware, willingly seeks, accepts and acts on feedback.
- **Working with Others** – establish and maintain effective working relationships with colleagues, other public service employees, representatives of recognised associations/unions and the public.
- **Integrity** - takes stands based on principles and values despite personal or professional risk and observes confidentiality of information, in the performance of duties, with due care and professionalism.
- **Communication** – communicates effectively both orally and in writing.
- **Professional Knowledge and Expertise** - Demonstrates knowledge and application of the technical, functional, and job-specific disciplines of the role.
- **Leading and Managing** - plan, organise, direct and coordinate the work of professional and other support staff engaged in the provision of technical services whilst providing leadership and vision.
- **Seeing and Influencing the Big Picture** - has an in-depth understanding of the dynamics and issues surrounding the Authority and Government, including legislative, political, economic, social, environmental, and technological impacts.
- Proficiency in Microsoft Office Suite.