



Ministry of Justice

**JOB DESCRIPTION AND SPECIFICATION**

Job Title:	Senior Director, Human Resource Management & Administration Division
Job Grade:	(GMG/SEG 4)
Reports to:	Permanent Secretary
Division:	Human Resource Management & Administration
Manages:	Director, Human Resource Management (GMG/SEG 3) Director, Organizational Devt. & Performance Management (GMG/SEG 3) Director, Documentation Information & Access Services (GMG/SEG 3) Director, Human Resource Development (GMG/SEG 2) Director, Procurement & Office Services (GMG/SEG 2) Administrative Assistant (GMG/AM 3)

This document is valid as an accurate and true description of the job signified below.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division Date

Created/revised \_\_\_\_\_

## 1. Purpose of job

To provide oversight and technical guidance to the Ministry by ensuring that the relevant Human Resource policies and best practices are implemented and updated to achieve organizational efficiency and effectiveness in accordance with the vision and mission of the Ministry and the Government's broad Human Resource policies and regulations.

## 2. Key Outputs/Deliverables

- Advice on Human Resource, Training, Industrial Relations and Records Management issues provided;
- Human Resource policies and procedures formulated and disseminated;
- Budgets developed and monitored;
- Division's Operational Plan developed;
- Administrative support systems and standards maintained;
- Training policies developed;
- Information and Research system maintained;
- Effective leadership and guidance
- Efficient and productive staff;
- Staff welfare programmes developed and implemented

## 3. Principal responsibilities

### **Management:**

- Reviews and revises the organisation's HR, IR Training and Administrative policies and procedures in accordance with HRM standards in consultation with Permanent Secretary;
- Participates in the organisation's strategic planning process – prepares and monitors the Division's operational plan and budget ensuring the work of the Division is carried out according to plan and agreed targets achieved;
- Represents the Ministry at meetings, conferences and other functions as directed;
- Provides technical advice to the Permanent Secretary and Senior managers on HR matters;
- Prepares and submit performance and other reports as required;
- Ensures the timely submission of all documents/information requested;

### **Technical/Professional:**

- Formulates policies, provides strategic direction on Human Resource Management, Industrial Relations, Administrative and Records Management programmes for the Ministry;
- Collaborates with Directors HRM, HRD & OD to develop a human resource plan and programmes to support the Ministry's strategic priorities;
- Develops and implements training and development policies to maximize staff potential to accomplish the Ministry's mission;

- Initiates and develops strategic and tactical plans/programmes which will promote a healthy and proactive industrial relations climate;
- Develops an efficient and effective information and record management system;
- Develops, plans and monitors manpower needs of the Ministry;
- Participates directly in the recruitment and selection of senior management staff.

#### **Human Resource:**

- Effective HR supervision of human resources to ensure efficiency of personnel;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established human resource policy and procedures;
- Develops and implements succession-planning programme for the Division to facilitate continuity and the availability of requirement skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and development needs of staff in the Divisions are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organisational goals;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division and the Ministry;
- Plans strategies to improve human resource management in the organization, based on new developments in the field.

#### **General Administration**

- Gives focus and direction to the preparation of the organization's administrative budget in keeping with prescribed guidelines, in a timely manner;
- Monitors and give guidance to the adherence of GOJ protocol for the procurement and maintenance of the Ministry's fleet and assigned vehicles, offices and plant equipment, which will facilitate a productive environment;
- Reviews recommendations made for equipment and material needs with Principal Financial Officer, Permanent Secretary and Specialists for various divisions;
- Ensures that effective administrative support is provided for all divisions in order that all staff members are able to give optimum performance.

#### **Other Responsibilities**

Performs other related functions assigned from time to time by the Permanent Secretary.

## **4. Performance Standards**

- HR reports are comprehensive, accurate and submitted within established timeframe.
- Key deliverables are produced within agreed time frame and to required standards.
- Policies developed in accordance with stated guidelines.

- Advice provided and decisions taken in accordance with established policies and procedures.
- High ethical standards are maintained in the conduct of professional and personal business.
- Divisional Operational plan is prepared in accordance with established format and timeframe.
- Welfare of staff is clearly identified and addressed.
- Development and welfare of employees in the HRM&D are adequately addressed and employees are efficient and effective

## 5. Required Competencies

<b>Functional/Technical Competencies</b>
Strong knowledge of the government's human resource policies and procedures
Ability to analyse and interpret the labour market trends nationally and internationally
Expertise in programme planning, implementation and evaluation
Knowledge of operations of government

<b>Core Competencies</b>	<b>Levels</b>
Oral communication skills	4
Written communication skills	4
Good human relations and interpersonal skills	4
Leadership skills	4
Teamwork and cooperation	4
Strong leadership skills	4
Excellent organization, planning and management skills	4
Sound conflict management skills	4
Excellent negotiation skills	4
Excellent customer relations	4
Good problem solving & analysis skills	4

## 6. Minimum Required Education and Experience

- A Masters Degree in Human Resource management or Business/Public Administration plus a minimum of five (5) years related experience at a senior management level or;
- The equivalent combination of qualifications and experience

## 7. Special Conditions Associated with the Job

- Privy to highly confidential and sensitive information
- Expected to demonstrate a high level of integrity and professionalism

- Expected to meet critical deadlines

## 8. Liaison / Principal Contacts

Contact / Liaison	Nature of relationship
<ul style="list-style-type: none"> <li>▪ Permanent Secretary / Senior Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professional advice, guidance, reports</li> </ul>
<ul style="list-style-type: none"> <li>▪ Honorable Minister</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professional advice</li> </ul>
<ul style="list-style-type: none"> <li>▪ General Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advice, information, counseling</li> </ul>
<ul style="list-style-type: none"> <li>▪ Other Ministries and Agencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies, instructions, information, guidance</li> </ul>
<ul style="list-style-type: none"> <li>▪ Trade Unions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Negotiation, administration of Agreements</li> </ul>

## 9. Dimensions, Authorities and Decision Making

- Approve expenditure within budget and the financial guidelines.
- Request information from manager regarding HR needs.
- Takes disciplinary action in accordance with Civil Service policies and procedures.
- Approves training and development programmes.
- Authorize recruitment, management, development and promotion of staff
- Any other authority vested by the Permanent Secretary

Date of issue/update	Job Holder	Permanent Secretary