



Job Description

HR Officer

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Human Resource Officer is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Human Resource Officer provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of the Council.

The position coordinates the staff recruitment process. The Human Resource Officer provides advice and support to supervisors and staff selection committees and ensures that they have accurate and timely information in order to make effective decisions.

Failure to provide adequate advice or assistance may result in lost opportunities for staff development, poor staff morale, financial loss to staffs for residents and a loss of credibility for the Chief and Council.

Education Requirement

Degree	-	Any Graduate
Diploma	-	HRM
Certificate	-	HRM
Other	-	1. Computer Literate (Page Maker, Microsoft word, Power Point, Excel) 2. Good command in English

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Provide support to supervisors and staff to develop the skills and capabilities of staff.

Main Activities

- ✓ Ensure that accurate job descriptions are in place
- ✓ Provide advice and assistance with writing job descriptions

- ✓ Provide advice and assistance when conducting staff performance evaluations
- ✓ Identify training and development opportunities
- ✓ Organize staff training sessions, workshops and activities
- ✓ Process employee requests for outside training while complying with policies and procedures
- ✓ Provide basic counseling to staff who have performance related obstacles
- ✓ Provide advice and assistance in developing human resource plans
- ✓ Provide staff orientations
- ✓ Access funding for training and write proposals

2. Monitor staff performance and attendance activities.

Main Activities

- ✓ Monitor daily attendance.
- ✓ Investigate and understand causes for staff absences.
- ✓ Recommend solutions to resolve chronic attendance difficulties.
- ✓ Provide basic counseling to staff who have performance related obstacles.
- ✓ Provide advice and recommendations on disciplinary actions.
- ✓ Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.
- ✓ Inform affected staff or residents of unexpected absences from work.

3. Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.

Main Activities

- ✓ Provide advice and assistance to supervisors on staff recruitment
- ✓ Prepare notices and advertisements for vacant staff positions.
- ✓ Schedule and organize interviews
- ✓ Participate in applicant interviews
- ✓ Conduct reference checks on possible candidates
- ✓ Prepare, develop and implement procedures and policies on staff recruitment.
- ✓ Inform unsuccessful applicants
- ✓ Conduct exit interviews

4. Provide information and assistance to staff, supervisors and Council on human resource and work related issues.

Main Activities

- Develop and implement a human resources plan and personnel management policies and procedures
- Promote workplace safety.
- Provide advice and assistance to staff and management on pay and benefits systems
- Research and monitor human resource systems in other organizations within the community.
- Explain and provisions of the personnel policy.
- Explain employment standards and legislation such as workers compensation, labour

standards and Fair Practice Act.

- Organize the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution
- Agreements and other special funding arrangements.
- Arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work due periods of equipment shutdowns.
- Attend Council meetings to provide information, when necessary.

5. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ human resources management
- ✓ job descriptions
- ✓ performance review methods and techniques
- ✓ staff training, development and recognition
- ✓ delegation
- ✓ mentoring and coaching
- ✓ an understanding of relevant GETC legislation, policies and procedures
- ✓ an understanding of Myanmar cultural and political environment

Skills

The incumbent must demonstrate the following skills:

- ✓ supervisory skills
- ✓ team building skills
- ✓ problem solving skills
- ✓ basic counseling skills
- ✓ negotiations skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets and wordprocessing programs at a highly proficient level
- ✓ effective written communications skills including the ability to prepare reports, proposals ,policies and procedures
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ interviewing skills
- ✓ time management skills

Personal Attributes

The incumbent must maintain confidentiality, use sound judgement and perform independently while performing the duties of the human resource officer. The incumbent must also demonstrate the following personal attributes:

- maintain standards of conduct
- be respectful
- possess cultural and political awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- be consistent and fair

The Human Resource Officer would normally attain the required knowledge, skills and abilities through completion of human resource development courses at post secondary institutions and several years of experience supervising staff. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Human Resource Officer may have to work odd or long hours at a time to complete special requests or projects. The Human Resource Officer may have to spend long hours sitting and using office equipment, computers and attending sessions.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The school is a busy facility. The Human Resource Officer will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff. The Human resource officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Human resource officer will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/>		<hr/>	
Employee Signature		Supervisor's Title	
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Printed Name	Date	Supervisor's Signature	Date
I certify that I have read and understand the responsibilities assigned to this position		I certify that this job description is an accurate description of the responsibilities assigned to the position.	
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Applicant's Signature		Date	
I approve the delegation of responsibilities outlined here in within the context of the attached organizational structure.			

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.