

## POST OF HR AND ADMINISTRATIVE SECRETARY

<b>Job Title</b>	:	HR and Administrative Secretary
<b>Salary Scale</b>	:	<b>Rs 38400–1200–42000x1500–51000 x2000–69000x2500– 71500</b>
<b>Reporting to</b>	:	Corporate Manager/Chief Executive Officer
<b>Job Objective</b>	:	<ul style="list-style-type: none"> <li>• Ensure all administrative tasks are performed correctly and on time</li> <li>• Responsible for all HR and administrative functions.</li> </ul>
<b>Academic Qualifications and Experience Requirements</b>	:	<ul style="list-style-type: none"> <li>• Degree in Administration or Management or HRM or an equivalent qualification acceptable to the Board.</li> <li>• At least five years' post qualification experience in administration and Human resource Management, including in a supervisory role.</li> </ul>
<b>Knowledge, Aptitude and Competencies</b>	:	<ul style="list-style-type: none"> <li>• Expert business and organizational planning ability.</li> <li>• Good analytical and negotiation skills.</li> <li>• Proactive and able to work under pressure.</li> <li>• Strong leadership skills.</li> </ul>
<b>Main Duties</b>	:	<ol style="list-style-type: none"> <li>1. To be responsible for the management of the Administration and Human Resource Section.</li> <li>2. To formulate and implement human resource policies, strategies and plans together with all supporting procedures, including organisation structures, recruitment, retrenchment and management succession.</li> <li>3. To formulate a Human Resource Development Policy and development and implement the training and development strategy and plan.</li> <li>4. To manage and ensure implementation of the COIREC's performance management system, linking results of the appraisals with other human resource practices.</li> <li>5. To deal with employment relations matters, liaise with the Company's Legal Adviser/s on industrial relations issues and represent the Institute at relevant legal institutions.</li> <li>6. To manage the design and implementation of a health, safety and welfare policy to ensure that all staff work in a conducive and safe environment and ensure that the Company operates in compliance with provisions of the law.</li> </ol>

	<ol style="list-style-type: none"><li>7. To ensure that an appropriate human resource information system is set up and maintained to provide management with up-to-date information/statistics for decision purposes.</li><li>8. To assist in the preparation of statutory reports and other publications.</li><li>9. To assist and participate in the organization of activities and events.</li><li>10. To collaborate with the Legal and Compliance Section in respect of legal matters pertaining to the Company.</li><li>11. To make use of Information and Communication Technology in the performance of his duties.</li><li>12. To assist in devising strategic plans to address the Company's needs from an HR and Administration perspective.</li><li>13. To maintain accurate employee records, ensuring compliance with HR Policies, and promoting effective communication within the organisation.</li><li>14. To use ICT in the performance of his duties.</li><li>15. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter.</li></ol>
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