

**POST OF HR AND ADMINISTRATIVE OFFICER**

<b>Job Title</b>	:	HR and Administrative Officer
<b>Salary Scale</b>	:	<b>Rs 28900x900–30700x1000–32700x1100–36000x1200–42000x1500–51000x2000-57000</b>
<b>Reporting to</b>	:	HR and Administrative Secretary
<b>Job Objective</b>	:	To assist in HR and administrative matters.
<b>Academic Qualifications and Experience Requirements</b>	:	<ul style="list-style-type: none"> <li>• Degree in Administration or HR or Business or an alternative equivalent qualification acceptable to the Board.</li> <li>• At least 3 years’ post qualification experience in HR matters and administrative matters.</li> </ul>
<b>Knowledge, Aptitude and Competencies</b>	:	<ul style="list-style-type: none"> <li>• Proficient in IT Office tools.</li> <li>• Familiar with labour laws/legislations.</li> <li>• Excellent organisational and time management skills.</li> <li>• Ability to work under pressure.</li> </ul>
<b>Main Duties</b>		<ol style="list-style-type: none"> <li>1. To assist the HR and Administrative Secretary on human resource and administrative matters in accordance with rules and regulations.</li> <li>2. To deal with all HR matters.</li> <li>3. To draft schemes of service and revise existing ones to meet organizational needs in terms of new roles and responsibilities.</li> <li>4. To assist in developing and implementing organizational design and work processes.</li> <li>5. To assist in carrying out Training Needs Analysis and Human Resource Planning on a periodical basis.</li> <li>6. To plan and organize work of subordinate staff.</li> <li>7. To attend court cases relating to human resource matters and ensure proper follow-up action.</li> <li>8. To act as Secretary to meetings/committees relating to HR and administrative matters.</li> <li>9. To supervise subordinate staff and provide guidance/training.</li> <li>10. To assist in the organization of official functions/events.</li> <li>11. To assist in policy formulation and implementation.</li> </ol>

	<ol style="list-style-type: none"><li data-bbox="654 197 1495 268">12. To draft policy papers and prepare documents and reports for use at the Company.</li><li data-bbox="654 285 1495 357">13. To follow-up on projects and ensure their effective and timely implementation.</li><li data-bbox="654 373 1451 405">14. To implement decisions taken and ensure their follow-up.</li><li data-bbox="654 422 1273 453">15. To use ICT in the performance of his duties</li><li data-bbox="654 470 1495 611">16. 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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