



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> HUMAN RESOURCE OFFICER I (CONTRACTS ADMINISTRATION)	<b>2. DIVISION</b> HEAD OFFICE	<b>3. DEPARTMENT</b> EMPLOYMENT & EMPLOYEE SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Human Resources Officer I (Contract Administration) will report to the Manager-Employment and Employee Services.		<b>5. NATURE &amp; SCOPE</b> The Human Resources Officer I (Contract Administration) is responsible for providing administrative and technical support on employee matters and is expected to operate both independently and interdependently as required.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Human Resources Officer I (Contract Administration):		
<ul style="list-style-type: none"> <li>□ Manages the contract management function for the Authority in collaboration with the Human Resource Officer II.</li> <li>□ Prepares contracts of employment, letters for employment extension, letters for acting appointments for review by the Manager-Employment and Employee Services and signature by the Chief Executive Officer and General Manager, Human Resources.</li> <li>□ Maintains the database for temporary, permanent and contract officers.</li> <li>□ Issues reminder notices for expiration of contracts and temporary offers of employment to all administrative units.</li> <li>□ Preparation of Return of Personnel.</li> <li>□ Requests and collects Performance Appraisal Reports for the renewal of contracts or the processing of increments.</li> <li>□ Assists with the preparation of the Variance Report (quarterly) and any other reports as requested by General Manager-Human Resources/Manager- Employment and Employee Services.</li> <li>□ Prepares approval for the payment of contract gratuity for all contract staff.</li> <li>□ Oversees the performance management process during the employee probationary period and ensures that permanent officers complete their medical examination.</li> <li>□ Prepares letters of confirmation of permanency for all officers successfully completing their probationary period and satisfactory medical reports.</li> <li>□ Assists with maintaining the establishment for monthly paid officers.</li> <li>□ Assists in the conducting of research and preparation of Board Papers for review by General Manager- Human Resources/Manager-Employment and Employee Services.</li> <li>□ Facilitates the processing of work permit applications and completes the required follow up for approval.</li> <li>□ Prepares reports, memoranda and correspondence as required and directed by the Manager-Employment and Employee Services.</li> <li>□ Prepares statutory reports as requested by the Chief Executive Officer, General Manager-Human Resources and Manager-Employment and Employee Services.</li> <li>□ Liaise and/or advise all Heads of Departments on Human Resources issues.</li> <li>□ Perform any other related duties as requested by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li>□ Knowledge of Human Resources functions and best practices.</li> <li>□ Ability to quickly learn payroll management, human resource information system (HRIS) and similar computer applications.</li> <li>□ Effective analytical skills.</li> <li>□ Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy</li> <li>□ Ability to multitask.</li> <li>□ Ability to co-ordinate routine activities.</li> <li>□ Able to work without supervision.</li> </ul>		

**8. MINIMUM TRAINING AND EXPERIENCE**

- Degree in Human Resources Management/Business Management from an accredited institution.
- A minimum of three (3) years experience in a similar position.
- A thorough understanding of Human Resource Management fundamentals.
- A minimum of one (1) year experience in a supervisory position.
- Any equivalent combination of training and experience.

**9. SUPERVISORY RESPONSIBILITIES**

- Human Resource Assistant I
- Human Resource Clerk
- On-the-Job Trainees

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Manager-Employment and Employee Services
- General Manager-Human Resources
- Staff of the Human Resources Department
- Managers/Supervisors in all Administrative Units
- All other staff in the Administrative Units

***External:***

- Ministry of Health and all its divisionary
- Ministry of National Security
- Other Regional Health Authorities