



LAND SETTLEMENT AGENCY

Unit : Corporate Services Unit

Position : Human Resource Analyst

Job Summary

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

Organizational Relationships

- Reports directly to the Chief Executive Officer.
- Required to interface with Division/Unit Heads and staff in the provision of advice regarding Human Resource matters.

Duties and Responsibilities

- Prepare contracts for employees
- Monitor and prepare requests for renewal of contract positions
- Prepare and ensure that accurate job descriptions are in place
- Coordinate, advise and assist in the execution of the staff appraisal process
- Design, development and evaluation of training initiatives
- Maintenance of up-to-date employee qualification records and reports
- Assistance in the creation and promotion of Health, Safety and Environment policies, procedures and programmes
- Develop and implement personnel management policies and procedures such as solve employee conflicts, develop strong relationships with Units and effective communication between.
- Prepare notices for vacant staff positions
- Schedule, organize and participate in interviews
- Monitor and report on staff attendance and punctuality.
- Maintain, update and expand the Agency's Human Resource Policies.
- Ensure compensation and benefits are in line with Agency's policies and updated Government regulations.

Qualifications, Training and Experience

- Training as evidenced by the possession of a recognised University degree with core courses in Human Resource Management or post graduate training in HRM.
- Minimum of two (2) years' experience performing duties in one or more of the functional areas of human resource management