



## SCHEME OF SERVICE

**Post: Team Leader- Human Resources**

**Salary:** Negotiable

**Report to:** Executive Director

**Qualifications:** A Bachelor's degree in Human Resource Management or Administration or any other equivalent qualification acceptable to the Council.

**Experience:** At least 5 years' post qualification experience in Human Resource Management and Development.

Good knowledge of employment laws & regulations would constitute an advantage.

**Skills and Competencies:** High level of analytical and problem-solving skills.

An outgoing personality and strong interpersonal skills.

Ability to work under pressure within tight deadlines and a keen eye for details.

Strong result oriented.

### **Duties:**

1. To manage overall Human Resources of the Council.
2. Propose HR policies and programs to the Council
3. Advise the Executive Director on Human Resource matters.
4. Analyse and advise Management on HR analytics and performance dashboards.
5. Assume overall responsibility for all HR functions including the selection and recruitment of employees; the drafting of job profiles/ Scheme of Services; the formulation and support of learning and growth initiatives; coaching and mentoring; ensuring that the necessary training is provided to team members; the monitoring of employee performance, productivity and engagement; management of employee remuneration and career

development; planning and supervision of HR operations within legal framework and applicable HR best practices.

6. Manage employee relations including dealing with capacity issues, refereeing disputes, terminations and administering disciplinary procedures and industrial disputes.
7. Report to Management and provide decision support through HR Metrics
8. To help in the planning and organization of seminars, exhibitions, workshops organised by the Council in terms of HR requirements.
9. Ensure proper employee Contracts and management thereof.
10. To perform any other duties related to the above.