



JOB DESCRIPTION

Title	Staff Development Officer
Institute/Department	Human Resources Department
Reports to	Director Human Resources
Location/Campus	Kukum Campus

Summary

To assist in providing quality-oriented client service delivery to all faculties Sections/Departments/Units of the University on all Staff Development Services.

Ensure resolutions passed by the Staff Development Committee are implemented.

To contribute to the development, implementation and review of Staff Development policies, practices and procedures that fit with the University's overall business strategies through Schools/Divisions.

To ensure quality checks are carried out at all levels in carrying out of the Staff Development Services.

Overall valuable support for the work of staff that contributes to the achievement of SINU's mission to improve the efficiency of work practices, increase job satisfaction and improve staff morale.

Main Duties and responsibilities

Administration

- To develop and review Staff Development Policy in consultation with Staff Development Committee, HRD, and Management.
- To carry out secretarial requirements for the Staff Development Committee.
- Administer bonding agreements before staff's overseas full-time training and in-country full-time training.
- To follow up and provide the Staff Development Committee with monitoring and study progression reports concerning the status of their training.
- Follow up in liaison with Heads of Schools/Divisions on work performance and post-incentive awards.
- Answering queries relating to staff development policies and related HR procedures and practices.
- To liaise with other educational institutions/authorities for SINU staff short-term training needs.

Business planning, reporting, and management.

- Monitoring, maintaining, reviewing and updating long-term and short-term Staff Development Plans in liaison with each School and Division.
- Coordinate the preparation of the Staff Development budget for staff development on an annual basis.

- Prepare and furnish to the Staff Development Committee and Human Resource director quarterly progress reports.
- Management of Staff skills inventory data.

Quality Assurance and Customer Satisfaction

- The initiating the development and recommendation of Staff Development Strategies, policies, and practices to promote staff capacity, employee commitment, competence, motivation and performance that facilitate the achievement of the University's business objectives.

Initiative

- Initiating, and reviewing Staff's annual stipend for SINU's scholarships.
- Initiate and develop in-house training programs for the management team, middle managers of divisions/Schools and staff members of SINU on University policies.
- To develop and initiate the induction/orientation programmes for newly recruited staff members to SINU.

Dimensions

Problem-solving and impact

- To assist in resolving problems affecting the management of the day-to-day business per University regulations.
- To assist in making decisions regarding the operational aspects of Administration and Human Resource Management within the University
- To make decisions, that have an impact on Staff Development related issues per the Staff Development Policy, and Procedures.

Resource management

- To contribute to the overall management of the department in areas such as budget maintenance and business planning.
- To alert the Manager to any budget shortfalls and HR issues affecting the College.
- To contribute to the management of quality, audit and other external assessments.

Working Environment

- To balance the competing pressures of knowledge transfer, administrative demands and deadlines.
- To skillfully work across divisions and functions in the resolution of HR issues.
- To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in an academic context.

Minimum Qualification Requirement:

Must possess a bachelor's degree in human resource management and public Administration and other related fields.

Other Requirements:

- Ability to work under pressure; ability to work long hours, and at the weekends or public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including a high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

Experience

Essential to the position:

- Minimum of 3-5 years of work experience in the human resource management area in a tertiary environment.
- Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures.
- Sound knowledge of/or the ability to rapidly acquire a sound knowledge of relevant legislation, standards, policies, and procedures appropriate to different human resource management practices, and their implications for human resource management.
- Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures.
- Well-written and oral communication and interpersonal skills.
- Ability to provide and a strong commitment to effective and timely client service.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to deal with highly sensitive issues
- Demonstrated ability to work under minimum supervision.
- Have good office organizational management and administrative skills.
- Be computer literate.
- Be on time for work.

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.