

JOB DESCRIPTION

Title	Human Resource Officer-Employment Service
Institute/Department	Human Resource Department
Reports to	Human Resource Director
Location/Campus	Kukum Campus

Summary

The Human Resource Officer-Employment Service reports directly to the Senior Human Officer – Employment Service and the Senior liaises with the Director of HR to maintain the roles of the Human Resource Department and to meet the SINU mission and vision. Specific roles and responsibilities are as follows:

Roles and responsibilities of Human Resource Officer – Employment Service

- Assist in Human resource planning – prepare, monitor & control SINUs Staff Established
- Recruitment and selection of staff- including selection determination orientation and induction
- Recruitment
- From advertising the role to onboarding, ensuring police clearance and medical checks for new staff
- Liaising with faculty/department for staff planning and establishment
- Prepare the employee contracts and monitor their probation and end contract's end date
- Communicate with the payroll officer, HR secretary and Housing officer, and inform them of the date the contract starts and end
- Liaise with immigration and labour for visa exemptions and work permits for expatriate

Skills and attributes necessary in a Human Resource Officer –Payroll include:

- Commitment to high performance, and meeting University targets.
- Ability and commitment to working with the new team to improve the University's Human Resource Department.
- Sound knowledge about the Human Resource Roles
- Strength to deal with the issue at an operational level

Minimum Qualifications Requirements -

- Degree in HRM, Public Administration and Indus Relation from a recognized institution
- Minimum of 5-10 years' work experience in HR management.
- Proven ability to meet deadlines.
- Well-written and oral communication and interpersonal skills.
- Ability to provide, and a strong commitment to effective and timely client services.
- 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 administration skills
- Be computer literate
- Be on time for work

Experience

- Minimum of 3-5 years work experience in the human resource management area in a tertiary environment.
- Proven ability in undertaking human resource management and administration activities, particularly in operational recruitment procedures, staff development and training, industrial relations, and in providing advice and assistance on human resource management issues.
- 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.
- Proven ability to manage and develop staff to increase their job knowledge and optimize performance.
- 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 (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.