**JOB DESCRIPTION**

Position Title: Principal HR & Administration Officer

Division/Section: Corporate Services Division

Salary Grade: A16

Salary Range: $55,431.00

Position Code: CT002754

Location: Level 6, TATTE, Building

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| **Purpose of Position** |

For effective human resources management for the Ministry through effective administration of Staff Working Conditions and Entitlements, ensure compliance to HR policies and PSC Act 2004, providing support services to all Divisions and to ensure effective and efficient service delivery.

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| **Key Relationships** |

***Responsible to:*** ACEO-Corporate Services Division

***Responsible for:*** Human Resource Management and Administration of PS Working Conditions and Entitlements under the PS Act 2004 including and Assets and Office Maintenance.

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| **Key Responsibilities** | |
| **Key Roles and Responsibilities** | **Performance Expectations/Deliverables** |
| **Monitoring and Evaluation** | * Monitor PS Working Conditions and compliance to HR Policies * Oversee the recruitment and selection of staff * Oversee the Performance Management System - Administer and review HR entitlements * Oversee Ministry Payroll and Timesheet for Essential Services Staff * Oversee records management systems and daily operations. * Ensure safety of staffs as per Occupational Health and safety Policy. |
| **Research and Analysis** | * Consolidate and prepare the Ministry’s annual salaries and wages as per personnel and Ministry structure * Assist with the preparation of the Ministry annual budget and Performance Measures and Budget Review * Prepare Annual Reports and facilitate performance delivery of the Section * Facilitate organisational Review, Corporate Plan review, Management Plan. * Develop and Implement the Ministry Workforce Plan and conduct reviews in collaboration with the Capacity Building Section. |
| **Policy Advice** | * Provide advice and support to Executive as required in strategic Workforce issues (e.g. organizational realignment and design, staff recruitment and retention strategies) * Provide HR development programs such as on the job training/coaching, Induction for all MCIT staff. * Ensure Health and Safety of staff working environment as well as office premises. * Ensure that the working conditions for staff are administered fairly and efficiently. |
| **Lead, Coaching and Mentoring** | * The overall supervision of the administration and human resource management support services to all staff. |
| **Reporting Skills:** | * Provide reports such as the Quarterly M & E ; * Annual Reports * MCIT Budget * Corporate reviews * Performance appraisals |

**Core Competencies/ Selection Criteria**

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| **MERIT** | **Job Competencies** | | **Descriptors** |
| **SKILLS & ABILITIES** | **Leadership Management and Strategic Thinking** | | * Demonstrated leadership qualities and ability to direct strategic planning and decision making * Demonstrated confidence and willingness to lead and manage planned Section Targets with commitment and drive for achievement within required timeframes * Shows sound analytical and innovative skills and commitment in carrying out duties * Demonstrated ability to effectively plan, manage and execute programmes and projects to achieve defined targets and outcomes * Ability to manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments * Demonstrated understanding of sector-wide approaches and the basic elements for success |
| **Coordination, Communication & Presentation Skills** | | * Demonstrated ability to coordinate diversity of stakeholders. Agencies and parties within the sector * Demonstrated ability to effectively coordinate meetings and events * Demonstrated ability in written/oral communications, networking, and an ability to deal with a wide range of stakeholders and organizations * Possess a strong understanding of key issues, use of effective delivery tacts for a convincing and balanced rationale |
| **Problem Solving and Analytical Skills** | | * Strong research and analytical skills |
| **Computer Skills** | | * Strong computer skills (Word, Excel, Power Point, Internet, email) |
| **PERSONAL ATTRIBUTES** | **Commitment & Personal Drive** | | * Pursues work with energy and drive * Preserve to achieve goals in the face of resistance and setback * Consistently meets goals and pushes for results |
| **Integrity and Honesty** | | * Widely trusted and seen as direct and truthful individual * Presents truthful information in an appropriate and helpful manner * Work in a professional manner despite personal preferences * Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness |
| **Intellect and Judgment** | | * Applies intellect and knowledge to weigh up complex information and identify critical factors and issues * Explores options in full and makes sound decisions under pressure * Handles concepts and complexity comfortably and can communicate and summarize them effectively to others |
| * **EXPERIENCE &PAST WORK PERFORMANCE** | | | |
|  | | * At least 5 years of Human Resources and Administration experience * Demonstrated knowledge of Human Resource Framework for Government of Samoa. | |
| * **QUALIFICATIONS** | | | |
|  | | * Minimum of Bachelor Degree qualification in Human Resource Management, Public Administration, Business Administration or other relevant discipline. | |