



Post: Human Resource Manager (On Contract)

Duties:

- (i) To report to the Deputy General Manager (Admin);
- (ii) To head the Human Resources Department;
- (iii) To formulate and implement Human Resource policies, strategies and plans together with all supporting procedures;
- (iv) To advise the General Manager/ Deputy General Manager (Admin) and the Board on all strategic and Human Resource Management issues and ensure its effective implementation;
- (v) To formulate and manage the human resource development plans including organisation structures, optimum staff numbers and supporting plans for recruitment, transfers and retrenchment;
- (vi) To formulate and implement plans for training;
- (vii) To ensure that HR processes and procedures are properly documented and implemented in line with legislation in force.
- (viii) To ensure that a proper Performance Management System is in place.
- (ix) To deal with employment relations matters and to liaise with the Authority's Legal Adviser/s on industrial relations issues and to represent the Authority at various Legal Institutions (such as Supreme/Industrial Court, Employment Rights Tribunal, Commission for Conciliation & Mediation) on HR matters ;
- (x) To deal with disciplinary cases and represent Management at Disciplinary Committee meetings;
- (xi) To ensure the successful management of the Enterprise Resource Planning with respect to HR activities so as to improve efficiency and effectiveness;
- (xii) To handle internal discipline and grievance matters in line with procedures in place at the WMA, provide advice as required and propose changes to existing policies or procedures where appropriate;
- (xiii) To ensure that policies & procedures of the Attendance Management Protocol are adhered to; and
- (xiv) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Human Resource Manager in the roles ascribed to the incumbent.