

## **Prescribed Duties of Manager Human Resources**

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| <b><u>Proposed Job Title</u></b>          | Manager, Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>Package proposed</u></b>            | One year full time contract renewable subject to satisfactory performance<br><b>Salary : <u>Rs 52,300</u></b> plus travelling and compensation per month in line with PRB Report 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>Qualifications:</u></b>             | Candidates should: <ul style="list-style-type: none"><li>(i) possess a degree in Human Resource Management or Management or Business Administration or Personnel Management from a recognized institution <u>or</u> an equivalent qualification acceptable to the Board.</li><li>(ii) reckon at least seven years post qualification experience in the field of Human Resource Management.</li><li>(iii) possess excellent communications, leadership and interpersonal skills.</li><li>(iv) be able to lead and motivate a team of officers.</li></ul>                                                                                                                                                                                                                                                                                                                   |
| <b><u>Roles and Responsibilities:</u></b> | To be responsible to the Director for the good functioning of the Centre in respect to human resources requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Duties:</u></b>                     | <ol style="list-style-type: none"><li>1. To advise the Director on human resource policy issues including employee relations and labour regulations.</li><li>2. To formulate and implement plans for manpower planning, assessment, utilization, development and training.</li><li>3. To plan, organise and monitor all human resource activities of the Centre.</li><li>4. To advise in the development of effective HR policies and procedures to be used in recruitment and selection, leave and other HR activities and ensure that these are implemented.</li><li>5. To monitor discipline cases and employees' grievances, advise and propose changes to existing disciplinary procedures.</li><li>6. To undertake constant review of organisation structure and conditions of employment and recommend changes to meet the changing needs of the Centre.</li></ol> |

7. To promote, with the concurrence of the Safety and Health Officer, a safe working environment at the Centre and general welfare of staff.
8. To devise and implement a proper succession planning strategy in the Centre.
9. To represent the Centre in Courts, Tribunals and other institutions, whenever required.
11. To use ICT in the performance of his duties.
12. 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 Manager, Human Resource in the roles ascribed to him/her.