

REDEPLOYMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE

Assistant Human Resources Manager



Opening Date:	3 rd September, 2020
Closing Date:	17 th September, 2020
Location:	Burhym Building
Ministry/Department:	Deputy Governor's Office
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills

RESPONSIBILITIES

1. Provide up-to-date advice of HR related matters, procedures and regulations, including succession planning, promotions, acting appointments etc., to internal and external clients to ensure all queries are handled in a professional and timely manner.
2. Assist with administration of the recruitment process to ensure the best candidate is employed and assist with the thorough on-boarding of new employees.
3. Prepare correspondences, periodic reports and various documents on human resources activities (including monthly leave reports).
4. Administer and maintain systems ensuring security of confidential personnel data.
5. Assist with administering staff development training, workshops, unit's activities and events to ensure employees maintain up-to-date knowledge. Schedule, organise and prepare materials and minute departmental meetings to ensure accurate and timely preparation and documentation.
6. Interpret applicable legislation regarding salaries and allowance entitlements and examine personnel files to determine employment status, ensuring accurate payments are made and administer salary administration to ensure accurate credits, deductions and payments are administered on time.
7. Monitor the expiry dates for temporary appointments and ensure that recommendations are received.
8. Liaise with the relevant ministries, departments and other agencies to obtain relevant data.
9. Review and create reports on incidents and accidents in compliance with the Health and Safety Policy.
10. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- Bachelor's Degree in Human Resources Management, Business Administration/Management or related field
- Three (3) years working experience
- Excellent knowledge of Government structure, policies and procedures
- Excellent oral and written communication skills
- Sound knowledge of relevant accounting applications
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment

HOW TO APPLY:

Please complete the **Job Rotation Application** and provide an up to date **resume**. All application packets must be submitted to the Deputy Governor's Office via email dgohr@gov.vg **AND** the Department of Human Resources provided below by the closing date.

**Director of Human Resources
Department of Human Resources
Simms Building, 2nd Floor**

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrgbvi@gov.vg