Job Description

1. Position Details	
Job Title:	Senior Human Resource Officer
Work Location:	RD Head Office
Division:	Corporate Services
Paterson Grade:	
Last Reviewed:	October 2023
2. Job Purpose The incumbent assigned to the Operations Departments (HR, Finance, Information Technology and Facilities and Transport). Works closely with heads of these departments to ensure all HR needs are met. Overseeing and Managing the human resource functions. Will attend departmental meetings to advise and follow up on HR matters.	
3Key Responsibilities	
Key Performance Areas	**Duties and Responsibilities**
Policy Development and Implementation	• Participates in the development, review, and implement human resource policies and procedures in compliance with local labour lows • Ensures policies are communicated effectively to employees and managers. • Monitors policy adherence and recommend improvements as needed. • Keeps abreast of developments in various areas of human resources and proposes approaches based on the introduction of technology and innovation. • Prepares reports, statistics, and briefing material and participates or leads special human resources project. • Deputizes for the Manager in his/her absence.
• **Talent Acquisition and Recruitment**	• Collaborates with hiring managers to identify staffing needs and develop effective recruitment strategies • Advertises job openings, screen applications, and conduct interviews. • Coordinates the selection and hiring process, including reference checks and employment contract preparations. • Projects and monitors vacant posts and ensures adherence to policies and procedures in recruitment processes. • Provides advice and guidance to hiring officer during the selection process.
• **Staff development and career support**	• Evaluates effectiveness and impact of staff development and career support programmes and recommends ways to enhance effectiveness and impact. • Provides advice to staff on mobility and career development to staff at all levels in all categories. • Provides performance management advice to staff and Management.

	• Assists supervisors and staff with understanding and using the performance appraisal system (PAS). • Assesses training needs, identifies, designs and delivers training programmes to staff at all levels throughout the Organization.
• **Employee Welfare**	• Advises and counsels staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements. • Participates actively in the development and implementation of policies. • Monitors staff welfare and identifies/proposes appropriate programmes and remedial action. • Monitors, advises and acts on disciplinary matters in accordance with established policies and procedures. Mediates conflict, grievance and harassment cases. • Prepares classification analysis of jobs in Professional and General Service and related categories. • Carry out other relevant duties as required. •
• **Remuneration** •	• Collaborates with the finance department to ensure accurate and timely payroll processing. • Develops and implement the organisation's compensations strategy • Oversees job evaluation processes to determine the relative value of different roles within the organisation. • Establishes policies and procedures for salary administration. • Ensure compliance with relevant laws and regulations, and pay equity requirements •
• **Compliance and Reporting**	• Ensures compliance with local labour laws, regulations, and reporting requirements. • Maintains employee records, including contracts, personnel files, and HR database. • Prepares HR reports and Analise data to identify trends and make informed decisions.
Corporate Services	• Collaborates with.
Supervision	• Collaborates with.
Policies, Systems and Control	• Leads the development of ……policies, systems, processes and procedures in order to meet business needs.
Reporting	• Provides monthly and quarterly reports on the implementation of strategy and divisional/departmental initiatives for accountability and performance monitoring.

5. Working conditions

- Outdoor/Indoor work
- Extended hours
- Travelling

6. **Job Specifications**

a. Education (*Minimum education level requirements*)

Degree	• Degree in Human Resource Management or equivalent. • Postgraduate Degree qualifications will be considered an added advantage

b. Experience (*Minimum relevant/necessary experience required*)

	• At least 5 - 8 year's hands on human resources management experience. • Experience working with multi-disciplinary and multi-cultural teams across various sites • In-depth knowledge of Lesotho Labour Laws and Regulations • Proven experience as Human Resource Officer or similar HR role. • Professional HR qualification and membership to a HR body e.g. IHRM etc. Or equivalent

7. Competencies

- ✓ **Personal Attributes**
- ✓ **Relationships**
- ✓ **Results**
- ✓ **Business Enablers**
- ✓ **People Management**
- ✓ **Knowledge**

Interested candidates are to submit the application letter with the following documents: Certified copies of Educational Certificates and Transcripts, and Curriculum Vitae.

For printed job profile, visit the Roads Directorate Head Quarters – HR Office (S 02, S 09 & S 04).

NB: The closing date for the submission of applications is 23rd August 2024. No late applications will be accepted. Only those shortlisted for interviews will be contacted. Applications should be submitted at:

PHYSICAL ADDRESS:

Roads Directorate – Headquarters
Opposite Browns Cash & Carry Supermarket
Corner Senate and Lepoqo Rd, Industrial Area, Maseru