

**JOB DESCRIPTION**

		POS. NO: UNRE EDP 005
DEPARTMENT <i>University of Natural Resource & Environment</i>	DESIGNATION/CLASSIFICATION <i>HR Officer</i>	
OFFICE/AGENCY	LOCAL DESIGNATION <i>HR Officer</i>	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE	POS. NO.
BRANCH	IMMEDIATE SUPERVISOR <i>Director</i>	POS. NO.
SECTION <i>Registry</i>	LOCATION <i>Popondetta</i>	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
SCMC- Vudal/95	12/12/1995	New Establishment, newly created
SCMC –Vuda/00	10/06/2000	Re-structure/Re-organization
SCMC – UNRE/05	21/07/2005	Re-structure/Re-organization

1 PURPOSE

HR Officer is a HR professional responsible for providing support in the various human resources and functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.

2 ACCOUNTABILITIES

- Responsible for coordinating the HR Staffing matters and reporting to Director and Manager Human Resources, ENP Campus

3 MAJOR DUTIES

- Arranging interviews, coordinating hiring efforts, and onboarding new employees. They're also in charge of making sure all paperwork involved with hiring someone is filled out and making sure that everything from the first day to each subsequent day is navigated successfully.

- Assist the Director in dealing with staff queries, relations to terms and conditions of employment of staff of the University.
- Assist with staff Leave Entitlements, Final Entitlement, Superannuation entitlement and other benefits.
- Monitor staff attendance records
- Facilitate staff induction courses for Popondetta Campus
- Perform other duties assigned by the Director through the Manager, Human Resources.

POSITION AND PERSON SPECIFICATIONS

4 QUALIFICATIONS

- A Diploma/Bachelor from a recognized University or equivalent qualification.
- Minimum of 5 years' experience.
- Personal Management experience
- Familiar with Migrations policies.

5 KNOWLEDGE

- Public Service (Management) Act
- PS General Order
- UNRE Act
- UNRE Statute

6 SKILLS

- Computer literate (Word/Excel)
- Should possess Management/Training skill
- Public Relation skills
- Commitment to work under pressure and to establish priorities
- Good moral character.

7 WORK EXPERIENCE

- 5 years in management/Training roles.
- Experience in University staff administration