



**DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES UNIT
JOB DESCRIPTION**

Position Title	Human Resources/ Director
Report Directly To	Assistant Minister for Administration
Directly Supervises	Asst. Directors for Human Resources Services, Training & Development and Administrative Assistant etc.
Department/Functional Relations	Legal Unit, Budget & Finance and Units & Sections in MFDP
External Relationships	Civil Service Agency, Labor Ministry, Justice Ministry

Purpose

The Human Resource Section is purposefully responsible for performing the functions of Human Resource Management, organization development, strategic and operation planning and maintaining and sustaining positive work culture in the Ministry of Finance and Development Planning. The core mandates of the Section is to perform recruitment & selection, jobs' and positions' classification, , affirmative actions, labor and employees' relations, performance management, succession planning, training and development, employee welfare, safety and risk management, payroll, compensation and benefits, human resource governance and compliance in with CSA Act, recommending and administering approved administrative and human resource policies; and other functions, including job analysis, specification, HR Audit and institutional profiling, maintain HR database and provide an overall institutional and administrative support. Human Resource Section Structure. This function reports to the Assistant Minister for Administration and the Deputy Minister for Administration of the Ministry Finance and Development Planning

Key Results Area:

- Human Resources Services (payroll, leave, benefits, recruitment, information dissemination etc...)
- Performance Management
- Training & Development
- Human Resource Governance
- Gender related Issues (including sexual harassment)
- Social Security & Welfare

Duties

General Management Functions

- Shall serve as the overall head of the Human Resources Division of the Ministry of Finance and Development Planning
- Shall report to the Assistant Minister for Administration
- Shall work with two Assistant Director- Training and Development & HR Services
- Shall plan, organize and implement training programs for staff development
- Shall supervise the carving of policies of the Ministry
- Shall ensure and coordinate employees welfare and benefits;
- Shall assign tasks that may be deemed necessary to the two directors
- Shall represent the Ministry at programs when designated by the Minister, Deputies and Assistant Ministers or upon invitations and shall coordinate with the Directors impromptu assignments.
- Shall perform other assignments deemed necessary by the Ministers

Technical Duties

- Develop strategies and policies in all matters relating to the recruitment, reward, retention, performance, motivation and development of the MFDP's staff,
- Assist employees and senior management with the interpretation and correct application of the Civil Service Standing Order, labor policies, labor negotiations, bargaining, procedures and programs while exercising the highest degree of confidentiality and professionalism.
- Prepare strategic human manpower planning and retirement plan of all civil servants in MFDP.
- Manage the Ministry performance circle, the reporting process and ensure quality employees service
- Supervise the Ministry salary structure and prepares pay and Benefits scheme
- Manage other processes such as recruiting and staffing; organizational and performance management and improvement systems; organization development; employment and compliance to regulatory issues; employee orientation, development, and training; policy development and documentation; employee relations; employee safety, welfare, wellness and health;
- Produce quarterly and annually HR report to Management, highlighting

Required Education

Master Degree in Human Resources Management, Public Administration and related fields

Work Experience

- 7-9 years, work experience in Human Resources and Organization management
- Best knowledge of Human resources practices
- Computer skills (especially in Microsoft office)
- Experience in managing people, organization & processes through performance management, learning and development of staff, recruitment and selection, in-depth understanding of the labor act and CSA Standing Order,
- Advance communication and Interpersonal skills
- In depth understanding of government human resources practices

Other Requirements

Integrity, Commitment to the Organization, Coaching & Developing , Managing work
Accountability, Teamwork & Cooperation, Performance Excellence, Taking the Initiative, Analytical
Thinking, Problem Solving, Delegation, Energetic Sociable, Flexible working Relation

Please address your application to the address below:

Office of the Human Resources Unit

Ministry of Finance and Development Planning (MFDP)

3th floor, MFDP Building

Broad Street, Monrovia Liberia

Or you may send your application to this email address: mfdphrunit@mfdp.gov.lr

For Further information kindly contact: 0880837201/ 088-657- 0400/088-623- 4450

Deadline for submission is:

Date: October 18, 2017

Time: 4:00pm