

Guyana Water Inc.
Job Description

Job Number:	HRD- 002
Job Title:	Human Resources Manager
Location:	Head Office
Department:	Human Resources Management and Development
Reports to:	Director, Human Resources Management & Development
Supervises:	Human Resources Officer, Assistant Human Resources Officer, Human Resources Clerk
Purposes:	The incumbent for this position will be responsible for assisting the Human Resources Director with the provision of effective human resources services to all Departments/Regions for employees from the SS3 level to the M2 level.

3. Salary Administration

- To assist in conducting job audits, preparing modified job descriptions as necessary and participating in the evaluation of jobs.
- To administer the Company's pay policies in accordance with the established procedures.
- To assist in developing and maintaining a salary control system to monitor salary costs across the Company.
- To assist in dealing promptly with queries related to the payment of salaries.
- To monitor the preparation of the payroll to ensure that only authorized changes have been made.

- To prepare pensions, gratuities and terminal benefits for employees separated from the company in accordance with approved guidelines

4. Employee Benefits

- To administer the Group Medical Scheme for all active staff in accordance with Company policy and agreement with the Insurance Provider.
- To advise staff on the types and levels of benefits offered under the scheme and respond promptly to their questions and complaints.
- To monitor monthly utilization reports and counsel staff who appear to be abusing the scheme.
- To manage requests for leave of absence of staff ensuring that proper authorization and notification has been given. Approves the payment of vacation allowance in accordance with policy ensuring that staff are entitled to receive the amounts granted.
- To ensure that paid leave in respect of sick leave or maternity leave or industrial injury leave is reduced by the benefits to be paid by the National Insurance Scheme.
- To compute and as required arrange for the verification of benefits due to staff who are separated from the Company.
- To review requests for traveling allowances, confirm eligibility and budget provision and issue approval/non-approval letter as directed.

5. Performance Management

- To identify individual targets and use these as a framework for personal development.
- To guide staff on the preparation and utilization of targets in managing performance.
- To participate in Performance Management appraisals and reviews and link to other HR development actions.

- To participate in the planning and implementation of programmes designed to improve effectiveness of GWI.

6. Employee Relations

- To conduct investigations into matters related to discipline.

Qualification and Experience

- A Bachelor's Degree in Management, Human Resource Management or any other related Social Science discipline with at least five (5) years experience in Human Resources Management

OR

- A Diploma in Personnel & Industrial Relations with at least ten (10) years experience in Human Resources Management

Competencies

Leading and Supervising

Provides others with clear direction

Sets appropriate standards of behavior

Delegates work fairly and appropriately

Motivates and empowers others

Provides staff with development opportunities and coaching

Recruits staff of high caliber.

Working with people

Demonstrates interest in and understanding of others

Adapts to the team and builds team spirit

Recognizes and rewards the contributions of others

Listens, consults and communicates proactively

Supports and cares for others

Develops an awareness of one's own strengths and weaknesses

Deciding and Initiating Action

Makes prompt, clear decisions which may involve tough choices or considered risks

Takes responsibility for actions, projects and people

Takes initiative, acts with confidence and works under own direction.

Persuading and Influencing Others

Makes a strong personal impression on

Gains clear agreement and commitment from others by persuading, convincing, and negotiating

Promotes ideas on behalf of self and others

Makes effective use of political processes to influence and persuade others

Presenting and Communicating Information

Speaks clearly and fluently

Expresses opinions and information and key points of a argument clearly

Gains clear agreement and commitment from others by persuading convincing and negotiating

Makes presentations and undertakes public speaking with skill and confidence

Responds quickly to the needs of employees and to their reactions

Projects credibility