

**JOB VACANCY**

HDC (161)-HR/TU/2021/378  
12<sup>th</sup> August 2021

**Performance Management Officer  
Human Resource Management****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 Qualification in Human Resource Management or relevant field.
2. Experience in a relevant field will be an added advantage.

**OVERALL SCOPE**

Assist in the administration, organization, and coordination of performance management process and in implementing change management initiatives fostering a positive environment and culture.

**SCOPE OF WORK**

- Provide support and coordinate on various projects and activities related to the performance management process.
- Assist in creating measurement standards, targets and KPIs with respect to the performance management process and strategic alignment.
- Contribute expertise to the development and delivery of performance management training manuals, policies and procedures.
- Develop material for the performance management process; review, evaluate, and modify existing and proposed programs; recommend appropriate changes.
- Review, monitor and analyze performance results system wide and report them accordingly.
- Assist in developing change management plans for projects.
- Support organizational diagnostics for restructuring and reform.
- Conduct research to identify areas for human resource policy changes and interventions.
- Assist in formulating and implementing policies for transparent and fair human resource management.
- Provide support to foster the organizational culture and design initiatives to improve employee engagement, motivation and overall satisfaction.
- Formulate organizational and behavioral interventions to improve organizational productivity and positive cultural shifts.
- Research approaches and methodologies that can support overall organizational growth through better human resource practices.

**JOB SKILLS AND SPECIFICATIONS**

- Knowledge of Organizational Development and HR functions and processes.
- Knowledge and application of best practices in HRM.
- Discretion and need for Confidentiality.
- Excellent interpersonal skills.
- Project Management knowledge.
- Should be an effectual communicator verbally as well as through writing skills.
- Strong analytical and problem-solving skills.

**SALARY PACKAGE:**

Gross Salary between 17,000.00 to 19,000.00 based on qualification and experience.

**Application Process:**

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy through the link (<https://rb.gy/zd8mnd>). For any additional queries please contact to 3353535.

**Application Deadline:****Date: 19<sup>th</sup> August 2021 (Thursday)****Time: 14:00hrs**