



## MINISTRY OF FINANCE AND PLANNING

### JOB SPECIFICATION & DESCRIPTION

POST NUMBER: 64401  
JOB TITLE: Senior Human Resource Development Officer  
JOB GRADE: GMG/ SEG 2  
DIVISION: Corporate Planning and Administration  
UNIT/SECTION: Human Resource Management & Development Branch

SUPERVISION RECEIVED FROM: Director, Human Resource Development

NATURE OF SUPERVISION: Periodic supervision based on broad procedures.  
(Weekly or Monthly review)

SUPERVISION GIVEN TO: N/A

(a) DIRECTLY: N/A

(b) INDIRECTLY: N/A

### 1. JOB PURPOSE (one line reason for job existing)

Reporting to the Director, Human Resource Development, the incumbent will be responsible for coordinating and implementing the succession planning and career development initiatives. The incumbent is expected to lead the competency analysis, career pathing and succession planning and management process which will ultimately maximise the positive impact on the MOFP's efficacy to sustain sound socioeconomic and fiscal development programmes. Specifically the officer will undertake these duties with a view to achieve pre-determined strategic objectives thus ensuring alignment of individual competencies with the organization strategic objectives.

### 2. STRATEGIC OBJECTIVES (statements of intent of what the post seeks to achieve)

- To conduct research on best practices in the relation to the implementation and administration of succession planning.
- To facilitate competency analysis within the Ministry.
- To design and implement career development programmes.
- To assist in the organization and delivery of training programmes throughout the Ministry.

### 3. KEY OUTPUTS (results, deliverables)

- Developmental programmes for staff mapped and promoted
- Mission critical/key posts identified and specialized programmes developed

- Skills gap identified and analysis conducted
- Coaching sessions conducted
- Leadership assessment conducted and scores analysed
- Tracer studies conducted
- Advice/recommendations on appropriate employee development standards provided.
- Talent management strategy related to succession planning and talent assessment developed
- Preliminary and final reports containing findings, assessment and recommendations.
- Support for Human Resource policies and programmes provided
- Individual and group career counselling provided
- Employee career development strategies implemented and maintained.
- Enhance alignment individual competence with areas of assignment or engagement with keeping with the Ministry's strategic objectives.
- Facilitate the creation of a competency framework to enable the growth of the talent pool, and a succession hierarchy that seeks to identify the possible routes and levels which may lead to a particular Key position.
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#### **4. FINAL OUTPUT** (final results corresponding to job purpose)

- Improvements in the effectiveness and efficiency of the Ministry's operations consequent on the implementation of the recommendations/advice provided.

#### **5. PERFORMANCE INDICATORS** (how success will be measured)

- Developmental programmes developed in keeping with established guidelines and implemented within the agreed time frame;
- Coaching and mentoring programmes are sustainable and equitably
- Development programmes are managed. Coaching programmes managed and promoted
- Skills gap analysis conducted and recommendations made in accordance with the findings and best practice.
- Leadership assessment results analyzed and matrices developed to inform effective strategic intervention
- Talent management database maintained
- Individual and group counselling sessions conducted according to standards
- Reports completed within the agreed timeframe and in keeping with agreed/established format
- Satisfaction of Senior Managers with quality of advice/recommendations
- The extent to which improvements can be attributed to improved individual performance due to career pathing strategies.

#### **6. JOB DUTIES & RESPONSIBILITIES** (grouped under strategic objectives in Sec.2)

**1. To conduct research on best practices in the relation to the implementation and administration of succession planning.**

- To develop a practicable Succession Planning implementation programme;
- To provide ministry-wide coordination, advocacy, implementation, guidance, and activity support for succession planning activities specifically directed at achieving the agreed targets;
- Develops and manages the implementation of the Succession planning programme with particular emphasis on transferring skills; monitoring change management activities and performance; providing feedback; and, arranging for training;
- Conduct evaluations/reviews of implementation activities to ensure established targets are met;
- Monitors succession planning instruments/database
- Monitors current activities, evaluates developments and their implications on the Succession planning programme and recommends action for effecting change;
- Assist in designing, implementing and managing talent development programs targeting top talent to accelerate their development;
- Provide advice and recommendations to the Director HRD /Director HRMD.

**2. To facilitate competency analysis within the Ministry.**

- To develop a competency framework to enable the growth of the talent pool that seeks to identify the possible routes and levels which may lead to a particular critical position;
- Develop and maintain a competency register for employees;
- Conducts capacity assessments to identify gaps/weaknesses in employees and assist in designing programmes and interventions strategies accordingly.
- Collaborates closely with technical staff and capacity development experts to design relevant capacity building programmes.

**3. To design and implement career development programmes.**

- Designs strategies to identify, develop and retain the talent necessary to achieve the strategic objectives of the MoF
- Provides career maps for mission critical positions in the MoF
- Identifies and builds relations for the future acquisition of talents
- Implement talent management strategies related to succession planning, talent assessment instruments and leadership development
- Conducts tracer studies to evaluate the effectiveness of interventions
- Carries out extensive analyses and prepares relevant proposals, presentations, briefs and/or reports on various key component targets and makes relevant recommendations as deemed appropriate and as agreed.

- Collaborates with the relevant stakeholders in assessing and recommending the adoption of policies that will facilitate successful implementation of the Succession Planning and career development programmes.
- Liaises and communicates with the staff regarding the implementation of the key components of these Programmes;
  - Assists with the provision of training;
  - Provides guidance and information on career development related issues to all staff including managers and supervisors;
  - Monitors the implementation by managers of remedial and corrective action to address staff development.

**4. To assist in the organization and delivery of training programmes throughout the Ministry.**

- Identifying training and development needs within Ministry through consultation with the Director PMAS and other stakeholders ;
- Manages, coordinates and facilitates mentoring and coaching workshops
- Designing and expanding training and development programmes based on the needs of the organisation and the individual;
- Working in a team to produce programmes that are satisfactory to all relevant parties in the Ministry, such as line managers, line staff and senior managers;
- Considering the costs of planned programmes and keeping within budgets as assessing the return on investment of any training or development programme is becoming increasingly important;
- Devising individual training and development plans;
- Producing training materials for in-house courses;
- Managing the delivery of training and development programmes and, in a more senior role, devising a training strategy for the organisation;
- Monitoring and reviewing the progress of trainees through questionnaires and discussions with managers;
- Evaluating training and development programmes;
- Amending and revising programmes as necessary, in order to adapt to changes occurring in the Ministry;

<b>7. AUTHORITY</b> (decisions you have the power to make or recommend)
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- Determine the content of general HRD communication within the Ministry;
- Agree with managers re- timelines for the conduct of requested interventions;

- Recommend approaches to the execution of development interventions;
- Recommend best practices related procedures specific to the Ministry.

#### **8. RESOURCES MANAGED** (budget, purchases, other assets)

- N/A

#### **9. CONTACTS** (Liaises with)

<b>Internal</b>	
Director HRM&D	To receive guidance and provide information
Director HRD	To receive guidance and provide information.
Financial Secretary Secretary/Head of Division	To provide information
Directors in other Sections of the Division, Heads of Division, managers and supervisors in the Ministry	To obtain/share information and collaborate on work initiatives to drive the development of a performance culture.
<b>External</b>	
Office of the Cabinet	To receive guidance and provide information.
OSC	To provide information and guidance and obtain support for PMAS initiatives
Other	To provide information and guidance and obtain support for PMAS initiatives

#### **10. MINIMUM REQUIREMENTS TO START**

##### **QUALIFICATIONS & EXPERIENCE**

- BSc. in HRM, Public Administration or equivalent qualification.
- Certificate in Education.
- Three (3) years experience in a HRD/ HRM.

##### **SPECIFIC KNOWLEDGE & SKILLS**

- Training in Human Resource Management
- Excellent knowledge of Microsoft Office suite
- Knowledge of GOJ Guideline Performance Management and Appraisal System.

##### **COMPETENCIES**

- **Planning and organizing** – Possess good planning and organizing skills
- **Problem solving and analysis** – Logical problem solving and analytical skills
- **Interpersonal** – Possess excellent interpersonal skills

- **Negotiating and persuading** – Ability to negotiate and persuade effectively
- **Project management** – Ability to successfully complete projects within specific timeframe
- **Communication** – Possess excellent oral and written communication skills
- **Strategic Planning** – Ability to plan and manage strategically

**11. SPECIAL CONDITIONS OF THE JOB** (normal office environment with some travelling etc.)

- N/A

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**12. VALIDATION**

The Head of the Division's agreement as signified below has validated this document:

Name of Head \_\_\_\_\_

Job Title of Head \_\_\_\_\_

Signature of Head \_\_\_\_\_

Date \_\_\_\_\_