


## HUMAN RESOURCE MANAGEMENT ASSISTANT POSITION

 Insurance Regulatory Authority Bima Bora Awa Taifa IRA	<b>JOB TITLE</b>	<b>Human Resource Management Assistant</b>
	<b>DIRECTORATE/ DEPARTMENT</b>	Directorate of Corporate Services, Human Resource Management Department
	<b>GRADE/LEVEL</b>	IRA 8
	<b>IMMEDIATE SUPERVISOR</b>	Senior Human Resource Management Officer

### a) Job purpose

The job holder will handle the daily administrative and Human Resource duties such as, training and development, selection and recruitment, record maintenance and payroll processing, and provide clerical support to the Department and all employees.

### b) Job Specifications:

Duties and responsibilities will entail:

- (i) Update the Authority's Human Resource, policies, guidelines, procedures and processes;
- (ii) Participate in recruitment process by receiving the applications and listing them;
- (iii) Collect and Collate training needs assessment;
- (iv) Collate and file staff quarterly performance appraisal
- (v) Keep evidence for various performance contracting activities
- (vi) Updating the HR System regularly;
- (vii) Input the payroll changes
- (viii) File and maintain service contracts.
- (ix) Participate in the preparation of human resources management budget.
- (x) Collect and collate information for the preparation of payroll, administrative and staff related expenditure.
- (xi) Collect and collate information for the preparation of payroll, administrative and staff related expenditures

### c) Persons Specifications

- (i) Higher Diploma in Human Resource Management with 3 years' relevant experience

**OR**

Diploma in Human Resource Management with 4 years' relevant experience;

- (ii) Certificate in computer applications.
- (iii) Meet the provisions of Chapter Six of the Constitution

**d) Competencies and skills**

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism