

**MINISTRY OF AGRICULTURE FISHERIES & MINING
JOB DESCRIPTION AND SPECIFICATION**

Job Title:	Director, Human Resource Development
Job Grade:	GMG/SEG 3
Post No.:	7414
Division/Section/Unit:	Human Resource Management & Development/Human Resource Development
Reports to:	Senior Director, Human Resource Management & Development
Manages:	Senior Human Resource Development Officer Centre Managers Senior Secretary Accounting Technician 1 Records Clerk

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SPECIFIED BELOW.

JOB PURPOSE

Under the direction of the Senior Director, Human Resource Management and Development (GMG/SEG 4) the Director, Human Resource Development (manages all the functions and general operations of the Human Resource Development Unit and the Training Centers. The incumbent is also responsible for providing and facilitating all the training needs of the Ministry.

KEYOUTPUTS

- Training Plan prepared
- Training Needs Assessments completed
- In-house training programmes developed
- In-house training courses delivered
- Budgets and operational plans prepared
- Funds collected and payments made
- Study leave recommendations submitted
- Funds collected and payments made
- Deposit account and petty cash monitored

- Scholarships and fellowships identified and information disseminated
- Work plans prepared
- Staff performance evaluated
- Reports prepared
- Staff advised
- Staff needs identified and addressed

KEY RESPONSIBILITIES

Management and Administrative Responsibilities

- Prepares and implement training plan
- Reviews training policy and make recommendations
- Prepares the Operational Plans and the Budgets for the Unit and monitors the implementation and expenditure.
- Manages the computer lab
- Monitors expenditure from the Training Deposit Account and authorizes bills for payments
- Monitors the uses of material and equipment in the Unit
- Serves on designated Management Committees in the Ministry
- Liaises with Directors from other divisions on matters relating to the training and development of staff
- Liaises with local training institutions to identify courses that satisfy the needs of the Ministry's staff
- Liaises with Offices of the Services Commissions and the Ministry of Finance on matters relating to study leave, scholarships and fellowships
- Contracts the services of training professionals to deliver training or conduct motivational sessions where necessary
- Co-ordinates meetings with the Training and Change Management Committees to deal with study leave and other training issues
- Oversees the general operations of the Training Centres
- Makes recommendation for maintenance of the Training Centres
- Handles grievances and disciplinary matters at the Training Centres

Technical and Professional Responsibilities

- Plans and conducts training needs assessment for the Ministry
- Designs In-house Training Programmes for staff
- Develops and maintains database of training activities within the Unit
- Delivers training to Ministry's staff
- Gives advice to staff on training and career choices
- Identifies training and career development needs for staff and provides advice on training intervention needed to improve their competencies.
- Designs, develops and implements systems and strategies to ensure the efficient and effective management and administration of all personnel in the division.
- Identifies staffing needs and participates in the employment of new staff for the Division.

- Monitors and evaluates the performance of direct reports, and initiates corrective action where necessary to improve performance.
- Ensures awareness of and adherence to the Staff Orders and Public Service regulations as well as other HR policies and procedures the Ministry.
- Identifies training needs of staff and make recommendation for training intervention

Human Resource Management Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisal and recommend and/or attaining established personal and/or organizational goals
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensures the welfare and development needs of staff in the unit are clearly identified and addressed
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Other Responsibilities

- Performs any other related duties that are assigned from time to time

PERFORMANCE STANDARDS

- Training Plan prepared annually
- Training Needs Assessment prepared annually in accordance with the Ministry's training policy
- Training programmes should be done annually within budget and should address the needs of the staff as identified by the needs survey
- Training courses developed and delivered in accordance with adult learning principles
- Corporate plans and budgets are prepared in accordance with government procedures, four months prior to the start of the financial year
- All training data is recorded and updated consistently
- The performance of staff is constantly monitored and their appraisal conducted annually
- Staff is informed of fellowships, scholarships, training opportunities in-house and elsewhere on a consistent basis at least three months prior to the deadline for application
- Monthly reports on the activities in the unit should be accurate, comprehensive and should be submitted to the Senior Director by the end of the second week in each month
- Consistent collaboration with Centre Managers to ensure effective operation of all activities at the Centres

- Activities at the centres should be conducted in accordance with government standards and procedures

REQUIRED COMPETENCES

Core

- Excellent presentation, oral and written communications skills
- Very good Leadership skills
- Good People Management skills
- Excellent Human Relations skills
- Excellent Customer Service skills
- Very good Analytical skills
- Very good Problem Solving and decision making skills
- Very good Planning and Organization skills
- Ability to lead and work in teams
- Managing external relations

Technical

- Excellent knowledge of Government's Human Resource regulations, policies and procedure;
- Sound knowledge of current trends in Training and Career Development Techniques
- Sound knowledge of Curriculum and Programme Development
- Sound knowledge of Human Resource Development practices;
- Excellent Andragogical skills
- Knowledge of accounting and budgetary procedures
- Sound knowledge of Strategic Management practices
- Knowledge of Project Management procedures
- Proficiency in the relevant computer applications

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- BSc. in Education, Human Resource Development or Public Administration
- Diploma in Teaching or Certificate in Train the Trainer Course
- Training in Human Resource Management
- Three (3) year experience in training adults

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Traveling to various locations to perform work-related functions and/or attend meetings.

AUTHORITY

- Approve expenditure for use at the Training Centres