

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

NAME:

POST: Assistant Personnel Officer ((GMG/AM 2)

MINISTRY: Health

SUMMARY: Under the general direction of the Administrator, the Assistant Personnel Officer has responsibility for ensuring that all personnel records for the staff of the National Public Health Laboratory are properly documented and maintained.

In keeping with the principles of Human Resource Management, the officer is responsible for the interpretation and application of the staff order, and its amendments to the staff orders as well as other pertinent guidelines which cover the effective running of the Civil Service.

**RESPONSIBILITIES:
AND DUTIES**

In discharging duties of Assistant Personnel Officer, the incumbent will be responsible for updating records to ensure that Leave History and Service History are up-to-date, and that each employee's information is collated on an employee Service Record Card.

Ensure that these objectives and policies are consistent with, and contribute to the overall objectives of the Ministry by:-

- Overseeing the proper completion of the Employee Record Form in the areas which an employee will be required to fill out
- Transferring information from the employee records form to personnel files
- Maintaining a general and continuous up-date on transfers, acting or other appointments, address changes, additional qualifications.
- Preparing an index of general staffing and personal files, with appropriate titles.
- Entering and date-stamping all new correspondence which need attention, and bringing to the attention of the Heads of Administration at NPHL and at the Ministry of Health.

- Preparing and maintaining staff list of posts to show grades and holders for determining vacancies, secondments and temporary employees.
- Processing all leave applications which are approved and making any necessary adjustments on the individual record.
- Maintain administrative attendance register and Leave of Absence Cards.
- Organize staff identification sessions.
- Photocopy documents for internal and external submission.
- Attend disciplinary meetings
- Prepare interview packages and conduct interviews
- Organize and monitor placements for summer employees
- Dispatch and collect mails from different MOH locations from time to time.
- Orientate/sensitized new staff.
- Any other duties assigned by head of Administration and Personnel.

EDUCATION

Minimum of four (4) years employment in Personnel Administration with an undergraduate degree majoring in Personnel Management OR Diploma in Business Administration OR Successful completion of the Government Personnel Course with acceptable four years working experience.
