

**THE AUDIT OFFICE
SENIOR MANAGEMENT POSITION DESCRIPTION**

POSITION TITLE: DEPUTY HUMAN RESOURCES MANAGER, TRAINING & DEVELOPMENT REPORTS TO: HUMAN RESOURCES MANAGER	POSITION CODE: DIVISION: HUMAN RESOURCES
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I. ACCOUNTABILITY OBJECTIVE:

Responsible for co-ordinating the identification of training needs of staff of the **Audit Office**, and the design and implementation of relevant human resource development programmes that will benefit both individuals and working groups of the **Office**.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Deputy Human Resources Manager, Training & Development** is required to assist in the formulation of strategies and programmes aimed at upgrading all levels of employees, in accordance with the Policy of the **Office** and in liaison with all Functional Heads and other relevant managers; as well as:

- To organise orientation of employees
- To develop a Manpower Plan which will guide recruitment and promotion policies
- To identify human resources potential for growth and provide the necessary developmental support
- To provide assistance for employees committed to self-improvement and the benefit of the **Office**, respectively
- To organise trained trainers with capability in course design and execution

The incumbent co-ordinates the procurement and maintenance of materials relevant to the content and delivery of the respective programmes, as well as arranges for contributions by and participation of relevant expertise from within the organisation, as well as external resource personnel.

The **Deputy Human Resources Manager, Training & Development** is responsible for the compilation and maintenance of database of sources of relevant training materials, and of institutions and agencies whose resource capabilities can be utilised for training and development.

The **Deputy Human Resources Manager, Training & Development** must determine on an annual basis the "**Major Job Objectives**" for each aspect of the Work Programme and identify and discuss with subordinates the "**Key Results Areas**" to be used as determinants to their performance results on a quarterly basis.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Human Resources Manager

To review the requirements for training of the **Office's** Staff; to ensure the design of pertinent curricula; to monitor and appraise programmes; to ensure the functioning of support and evaluation services.

Human Resources Officer

To arrange appropriate sessions of orientation for new recruits as well as information briefings for existing employees; to collaborate in the design, preparation and delivery of training, specifically in the management of the Grievance Procedure and the Disciplinary Code; to organise programmes of relevant training in Occupational Health and Safety.

Departmental Heads

To ensure co-operation in providing employees with the opportunity for development, through appropriate education and training; to discuss structured career paths as part of a carefully designed Succession Plan; to advise and agree on the design, preparation and delivery of training programmes generally.

EXTERNAL:

Training Institutions and Agencies/
Personnel Trainers

To review training needs of the **Audit Office** and to discuss the design and delivery of training programmes of relevance to **Office's Staff**

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

INDIRECTLY

Administrative Services Assistant
Human Resources Officer
Administrative Services Supervisor

D. EQUIPMENT, MACHINES, TOOLS AND WORK AIDS CONTROLLED BY THIS POSITION AND USED BY SUBORDINATES INCLUDE THE FOLLOWING:

MACHINES

Computer
Fax
Photocopier
Printer
Video-Recorder
TV Monitor

TOOLS

Pens
Pencils
Ruler
Markers

WORK AIDS

Human Resource Operations Manual
Department Work Plans
Department Budgets
Job Evaluation Manual
Performance Appraisal Manual
Disciplinary Code
Flipchart
Communications Manual
Films
Handouts, other reading material
Manuals
Multimedia Visual Aids

EQUIPMENT

Telephone
Calculator
Overhead Projector

III. **PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES**

(The following responsibility statements identify specific duties necessary to attain Audit Office's overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position.)

FORMULATES comprehensive Human Resource Development Plans for approval by the Manager, Human Resources Division and coordinates the implementation of all approved training activities.

PREPARES and obtains approval for appropriate budgetary allocations to fund the activities of the Human Resource Development programmes.

CO-ORDINATES the procurement and maintenance of all material relevant to the content and delivery of the respective programmes.

RECOMMENDS type and level of programmes to be implemented to upgrade employees' skills in accordance with the **Office's Training Plan** and to facilitate employees' understanding of and adaptation to the change process.

ARRANGES for contributions by and participation of relevant expertise from within the organisation and from external resource personnel.

COMPILES a database of sources of relevant training materials, and of institutions and agencies whose resource capabilities can be utilised for training and development.

PREPARES evaluation reports on respective training exercises as well as on individual participant performance.

CONDUCTS training sessions for employees, using lecture-demonstrations, manuals and audio-visual aids. Undertakes research into teaching aids and advises on introduction of such aids in **Office**.

IV. SENIOR MANAGEMENT POSITION DESCRIPTION EVALUATION:

JOB TITLE: Deputy Human Resources Manager, Training & Development				JOB CODE NUMBER:	
Q U A L I F I C A T I O N P R O F E S S I O N A L	1	FACTORS	SUBSTANTIATING DATA	DEGREES	POINTS
		EDUCATION	Bachelor's Degree with specialisation in Human Resource Management Development, Economics, Business Management, or Sociology	2	93
	2	EXPERIENCE	A teaching professional with broad-based knowledge in the design, preparation and delivery of training programmes. Must be familiar with teaching methodologies	2	65
	3	EFFICIENCY	Knowledge of the systems approach to training; various methodologies and techniques of training to develop programmes to upgrade all levels of employees. Requires constant application of teaching skills.	1	69
	4	TECHNICAL/ PROFESSIONAL	Ability to design, develop and evaluate training programmes: Use of manpower planning and succession planning concepts, techniques and practices. Coordinates all activities and resources related to training, as advised.	1	52
	5	DECISION MAKING	The incumbent is required to recommend the selection and development of teaching aids, training handbooks, demonstration models, multimedia visual aids and reference material.	2	32
	6	ANALYTICAL	Generally operates in accordance with approved Training Plan and timetable. Recommends content of courses and methods of examination. Implements assessment criterion.	1	45
	7	QUALITY OF WORK/ PRODUCTIVITY	Make recommendations for the development of training programmes on career choices and further education/training which may be desirable. Maintains a library of all training documentations, other materials; and effective storage of equipment and aids.	1	71
	8	TEAMWORK	Maintains contacts with Managers to prepare training programmes for employees of the Audit Office and to understand the identified work situations requiring preventive or remedial training for employees.	1	57
	9	SUPERVISION	Responsible for co-ordinating the delivery of instructional methods in specific areas of the Office's operations, as well as the preparation of materials for training interventions.	2	33
10	WORKING ENVIRONMENT	Works in a classroom setting. Delivers lectures and conducts training sessions, administers, evaluates work.	3	31	
LICENCES:				TOTAL:	548
DATE PREPARED			PREPARED BY:		REVIEWED AND APPROVED BY: