

GUYANA ELECTIONS COMMISSION

VACANCY NOTICE

The Guyana Elections Commission invites suitably qualified persons to apply for the following position.

Personnel Officer

Job Description

This position will give support to the Human Resources Manager and will mainly oversee staff recruitment, coordination of staff retention, staff training and development, and feedback programs.

Responsibilities

- ✓ Under the supervision and direction of the Human Resources Manager assists in improving the overall quality of the Human Resource Management function in the organization.
- ✓ Assists in ensuring that effective recruitment services provide Guyana Elections Commission with properly qualified staff.
- ✓ Assists in monitoring, training and developing Human Resources staff members to ensure that effective Human Resource services are provided to all levels of staff.
- ✓ Promote employee welfare, for example implementing health and safety requirements and developing approaches to issues such as stress at work;
- ✓ Publishing job advertisements, responding to queries from applicants, creating short-lists, and organising and sitting on interview panels as may be required;
- ✓ In consultation with Managers, ensuring that employees have the required skills and are placed in the right grade with a competitive salary through job evaluation
- ✓ Maintaining personnel files and records;
- ✓ coordinating appraisal systems;
- ✓ Assisting with the management of the framework within which employees work including compliance with code of conduct, offences and the corresponding disciplinary actions.
- ✓ Where breaches of discipline occur, it is their job to advise the Chief Election Officer, through the Human Resource Manager, how to proceed;
- ✓ Providing advice and guidance to managers on the implementation of employment policies and attendance (sickness/absence/punctuality) management.
- ✓ Assists in implementing the Commission's Human Resource policies and rules.
- ✓ Performs any other duty as may be reasonably assigned by the Human Resources Manager.

REQUIREMENTS

1. Bachelor's Degree in Human Resources/Business Management plus 3 years' experience in the Human Resource field.
2. Excellent computer literacy skills, particularly in Microsoft Office Suite
3. Excellent verbal and written communication skills will be an asset.

Applications with Curriculum Vitae and two recent recommendations must be sent via applications@gecom.org.gy or to:

Chief Election Officer
Lot 31, Fort Street
Kingston
Georgetown

The closing date for the submission of applications is March 15, 2024