

	JOB PROFILE AND DESCRIPTION		
	Page 1 of 4	Document Number: HR/JPD/009	Issue date: November 1, 2023
	Revision Number: 0	Approved By: Human Resource Director	Last Revised: June 12, 2024

JOB DESCRIPTION

JOB TITLE: Human Resource Officer
ORGANIZATIONAL UNIT: Administration, Belmopan
REPORTS TO: Human Resource Director (HRD)
SALARY SCALE: BAHA Pay Scale 16 of 2016: \$26,351.52 x 1,137.12
REVISED DATE: June 2024
\$47,956.80

JOB SUMMARY: Support the following human resources (HR) functions: recruitment and selection, professional development and training, performance management, compensation and benefits, labour relations, occupational safety and health and HR research. As well as to provide administrative support to the Human Resource Director.

PERFORMANCE REQUIREMENTS AND STANDARDS:

Minimum Qualification and Experience Requirements: Bachelor’s Degree in Human Resource Management, Business Management or Business Administration or related field with five (5) years relevant work experience.

Competencies:

1. Strong work ethics, practices, honesty and integrity.
2. Excellent inter-personal and organizational skills.
3. Fluent in written and spoken English and working knowledge of Spanish.
4. Strong computer skills particularly in Microsoft 365.
5. Highly motivated team player who takes initiative.
6. Excellent time management skills.
7. Excellent reporting skills.
8. Knowledge of the Labour Laws.

Working Conditions:

1. Perform key job responsibilities at organizational unit.
2. Normal hours of duty shall be Monday to Thursday 8:00 a.m. to 5:00 p.m., and from 8:00 a.m. to 4:30 p.m. on Friday, with a one-hour lunch break, but may be required to work outside normal hours as the need arises.
3. Visit BAHA stations to provide HR administrative support and training.
4. Maintain information confidential and secure at all times.
5. This post is subject to all other employment policies and procedures as laid out in BAHA-PSU Collective Bargaining Agreement.

Role and Scope of Responsibility:

The HR Officer promptly and efficiently executes administrative duties and HR services to support the Human Resource Management of the Authority. The HR Officer is self-directed, works with

	JOB PROFILE AND DESCRIPTION		
	Page 2 of 4	Document Number: HR/JPD/009	Issue date: November 1, 2023
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minimal supervision, takes initiative to complete tasks, and works with sensitive and highly confidential information. The HR Officer shall be a role model/good example of an exemplary employee and may be required from time to time to assist with administrative duties and execute training.

KEY JOB RESPONSIBILITIES

General Administrative Responsibilities

1. Respond to general HR queries and concerns.
2. Prepare memos to individual and all staff.
3. Take and transcribe minutes of meetings.
4. Maintain files in a manner that preserves integrity and confidentiality of information.
5. Prepare monthly, quarterly or annual reports, as required.

Recruitment and Selection

1. Maintain job application pool that may be shortlisted for future job positions.
2. Coordinate the interview process by preparing and disseminating vacancy advertisement, shortlisting applicants, preparing and disseminating interview packages, inviting shortlisted candidates for interview and conducting background checks.
3. Prepare interview report for approval by the interview panel.
4. Conduct orientation of new employees.
5. Maintain records of the recruitment and selection process.

Training and Development


1. Conduct a training and development needs analysis and produce a list of trainings and development needs for BAHA.
2. Conduct and/or coordinate internal professional development programmes.
3. Coordinate and monitor external professional development programmes.
4. Coordinate internships.
5. Process study leave request for employees pursuing degrees or certificate programmes at a local institution.

Performance Management

1. Implement and administer a Merit Awards System.
2. Conduct a first review of performance appraisals.

Compensation and Benefits

1. Conduct annual survey of BAHA's Group Insurance renewal offer and provide a report to the HR.

	JOB PROFILE AND DESCRIPTION		
	Page 3 of 4	Document Number: HR/JPD/009	Issue date: November 1, 2023
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2. Conduct a first review of payroll changes and forward to the HRD for approval.
3. Prepare retirement packages for submission to the Ministry of Agriculture.
4. Coordinate staff events; recognition programmes, socials, and celebrations.
5. Assist in the coordination of special events requiring BAHA's participation as assigned by the HRD.
6. Approve Annual Preventative requests and certify Health Claims.
7. Any other related duties that may be assigned.

Labour Relations

1. Assist in the management of the Collective Bargaining Agreement.
2. Assist the HRD in coordinating the Disciplinary Committee hearings.

HR Research

1. Research and report on Labour Legislations and all aspects of the HR related to this job positions with a view to continuously improve policies, processes and procedures.
2. Conduct research to determine the competitiveness of the Authority.

HRIS

1. Administer the HRIS and generate reports as needed.

Payroll Duties:

1. Process and disburse staff payroll when holding over for Senior Accounts Officer.
2. Provide information regarding personal emoluments.
8. Assist with annual preparation of income tax.

Other Administrative Responsibilities

1. Administer the WorkEasy Software (Biometric Time and Attendance Management).
2. Performing other administrative duties in the absence of the Administrative Assistant, Administration Department. Duties are outlined in the Administrative Assistant's job description.
3. Develop and conduct HR surveys and report findings to the HRD.
4. Provide administrative support to the Managing Director as the need arises.
5. Maintain current all procedures and workflow documents for assigned areas of responsibility.
6. Provide guidance on established HR policies and procedures.
7. Perform other job-related tasks as assigned by the HRD or another person so designated.