

THE GAMBIA STANDARDS BUREAU (TGSB)

130 Kairaba Avenue, Tel: 4494512/13/14

JOB PROFILE

Position: HUMAN RESOURCES OFFICER

Number required: 1

Reporting Line: DIRECTOR GENERAL

Main Responsibilities:

- Supervise and coordinate activities of Staff including Health and Safety requirements;
- Lead process of recruitment of Staff;
- Conduct orientation programmes for new employees;
- Administer the provisions of the Service Rules including Medical Scheme;
- In collaboration with Management, prepare Job Descriptions, conduct Staff Performance Evaluation and advise Management accordingly;
- Contribute effectively in annual estimates of expenditure and budgeting;
- Lead the process of development and updating the Bureau's Staff Training Policy and Plan;
- Development and execution of a HR Manual and relevant procedures and protocols;
- Oversee and execute the processing of Travel Clearance for Staff;
- Overseeing affairs of official external Guests of the Bureau;
- Administer leave entitlement of Staff and their use as and when due;
- Review and answer correspondence;
- Contribute to activities for travel arrangements including reservations;
- Participate actively in the marketing and outreach activities of the Bureau;
- Preparation of Project Proposals and or review;
- Manage Staff database and oversee Social Security matters;
- Serve as Secretary to Management Meetings and follow-up action points
- Carry out any other related assignments from immediate Supervisor and DG.

Education, Work Experience and Competencies:

- Bachelors Degree in Human Resources Management/Administration with five (5) years experience in a Human Resources role in a similar Institution/Company;
- Proven and demonstrable experience in Personnel Performance Evaluation/Appraisal;
- Familiarity with the Labour Act and Gender Issues;
- Genuine interest in the promotion of career development and competence of employees;
- Knowledge in use of Balance Score card is an asset;
- Ability to work with little or no supervision;
- Good communication, planning, reporting and organisational skills;
- Excellent interpersonal skills and the ability to work in a multi-cultural environment;
- Good IT skills.

Submission of Applications

Application dossiers (Application letter, CV, copies of relevant certificates) should be in sealed envelope clearly marked with the position applied for and delivered to the following address (in the case of hard copies). Electronic applications should be sent to sdrammeh@tgsb.gm / mnjie@tgsb.gm.

Director General
The Gambia Standards Bureau
130 Kairaba Avenue

Deadline for receipt of applications: **TUESDAY, 4 DECEMBER 2018 AT 1600 HRS.**