



OF LIBERIA

**MINISTRY OF HEALTH**  
P. O. BOX 10 – 9009  
1000 MONROVIA 10, LIBERIA

## **JOB VACANCY**

### **POSITION TITLE: Human Resources Officer, Ministry of Health**

**REPORTS DIRECTLY TO:** Assistant Director, Human Resources Management

**DIRECTLY SUPERVISES:** Human Resources Assistant

#### **DEPARTMENTAL/FUNCTIONAL RELATIONS**

County Health Teams

#### **EXTERNAL RELATIONS**

- Civil Service Agency (CSA)
- Ministry of Finance and Development Planning (MFDP)

#### **PURPOSE:**

Support the organisation and management of all Human Resource for Health personnel, including the documentation and proper record keeping of personnel files, implementation of HR policies and personnel performance management.

#### **KEY RESULT AREAS:**

- Employee records management
- HR policy implementation
- Payroll information management
- Personnel performance management

#### **DUTIES:**

- **General Management Functions**
  - Nil
- **Technical Duties**
  - Implements HR policies and procedures to ensure consistency and uniformity in their application throughout the MOH.
  - Establishes and maintains effective record keeping and management system to ensure easy accessibility and retrieval of HR data/information.
  - Manages employee relations processes to ensure grievance and disciplinary issues are resolved as quickly as practicable to promote fair and consistent treatment of employees.

- Organizes plans, develops, and manages hard copy and electronic personnel records, MOH Personnel Listing and Civil Service Agency payroll to ensure consistency across information systems.
  - Maintains up to date, complete, accurate and timely information and submits monthly updated personnel lists to the CSA and the Ministry of Finance and Development Planning (MFDP).
  - Identifies, maintains, and reviews relevant personnel documents/reports and resolves discrepancies in personnel records, MOH Personnel List and CSA Payroll.
  - Advises County HR Officers and employees on employment law and employment policies and procedures.
  - Examines employee files to answer inquiries and provides information to authorized persons.
  - Receives reviews and validates the Personnel History Form from MOH staff. Enters the Personnel History Form information into the HR information system.
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  - Ensures adequate backups for data, including their storage, safety, and retrieval to authorized persons when due.
  - Monitor and document central MOH personnel attendance.
  - Provides supportive mentoring, training and on boarding support to County HR Officers.
- **Supervisory Functions**
    - Provides supportive supervision and mentoring to County Health Teams' Human Resources (HR) Officers to ensure that all County Health HR functions are properly executed according to the annual work plan.
    - Set performance objectives for County Health HR Officers and ensure annual appraisal of performance against set targets

#### **AUTHORITY LIMIT**

- **Management of budget**
  - Nil
- **Staff management**
  - Supervises County Health Teams' Human Resources Officers and manages their performance
- **Asset management**
  - Nil

#### **EDUCATIONAL AND WORK EXPERIENCE**

- Associate degree in Human Resource Management or Administration, Business administration or a degree in a related field
- Minimum of two and half years' experience working in human resource administration or management

## **OTHER REQUIREMENTS**

- Good leadership skills, with ability to mentor, supervise, and monitor employee(s).
- Very good problem-solving skills, with ability to proactively identify issues and resolve them in a timely manner.
- Strong interpersonal skills, with the ability to communicate clearly, both written and orally.
- Ability to prioritize and plan work activities and use time efficiently.
- Organized, accurate, thorough, and able to monitor work for quality.

**All applicants interested in any of the above positions are kindly asked to submit their applications to the address below and drop it in the tender box or the email stated below:**

**The Personnel Division  
Attn: James M. Beyan, Human Resource Manager  
Ministry of Health, Congo Town  
Monrovia, Liberia**

**Email: [proumohsw@gmail.com](mailto:proumohsw@gmail.com)**

**This vacancy is also found on the Ministry's website: [www.moh.gov.lr](http://www.moh.gov.lr)**

**DEADLINE FOR SUBMISSION OF APPLICATIONS: Wednesday,  
April 12, 2017 AT 4:00PM LOCAL TIME.**