

# SCHEME OF SERVICE

## HUMAN RESOURCES AND BUDGET MANAGEMENT CADRE

### 1. BACKGROUND

---

This Scheme of Service is designed for staff working in all Public Sector organizations who are involved in assisting senior management with the planning, coordination and implementation of Human Resources management functions. Positions for these functions are created based on organizational need, size, complexity and workload demands.

Staff covered by the cadre will be responsible for a wide range of activities including:

#### 1. Recruitment and Staffing:

- **Job Analysis and Design:** Define job roles, responsibilities, and requirements.
- **Talent Acquisition:** Attract and hire qualified candidates through job postings, campus recruitment, and headhunting.
- **Selection:** Conduct interviews, assessments, and background checks to select the best candidates.

#### 2. Training and Development:

- **Onboarding:** Facilitate the integration of new employees into the organization.
- **Skill Development:** Provide training programs to enhance employees' skills and competencies.
- **Career Development:** Plan and implement career paths and succession planning.

#### 3. Performance Management:

- **Performance Appraisal:** Conduct regular evaluations of employee performance.
- **Feedback and Coaching:** Provide constructive feedback and coaching to improve performance.
- **Goal Setting:** Establish performance goals and objectives aligned with organizational goals.

#### 4. Compensation and Benefits:

- **Salary Administration:** Manage payroll, salary structures, and wage adjustments.
- **Benefits Management:** Administer employee benefits, such as health insurance, retirement plans, and paid leave.
- **Incentives and Rewards:** Develop and implement incentive programs to motivate employees.

#### 5. Employee Relations:

- **Conflict Resolution:** Address and resolve workplace conflicts and grievances.
- **Employee Engagement:** Foster a positive work environment through engagement initiatives.
- **Compliance:** Ensure adherence to labor laws and regulations.

#### 6. HR Policy Development:

- **Policy Formulation:** Develop and implement HR policies and procedures where applicable.
- **Policy Communication:** Communicate policies to employees and ensure understanding and compliance.
- **Policy Review and Update:** Provide feedback to the Public Service Bureau on implementation of policies for regular review and update to reflect changes in laws and organizational needs.

#### 7. Workforce Planning and Employment:

- **Workforce Analysis:** Assess current and future workforce needs.
- **Strategic Planning:** Align HR strategies with organizational goals to ensure a competitive workforce.
- **Diversity and Inclusion:** Promote diversity and create an inclusive workplace culture.

## 8. Health and Safety:

- **Workplace Safety: Implement safety programs and ensure compliance with health and safety regulations.**
- **Wellness Programs:** Promote employee well-being through wellness initiatives and programs.
- **Occupational Health:** Manage health issues and support employees with health-related concerns.

## 9. HR Information Systems (HRIS):

- **Data Management:** Maintain accurate employee records and HR data.
- **HR Analytics:** Use data and analytics to make informed HR decisions.
- **System Integration:** Implement and manage HR technology systems for efficient operations.

## 10. Legal Compliance:

- **Labor Laws: Ensure compliance with employment laws and regulations.**
- **Employee Rights:** Protect employees' rights and handle legal issues related to employment.
- **Documentation:** Maintain necessary documentation for legal compliance and audits.

These activities require staff to be conversant with the Public Service Orders, the Employment Legislation and its Regulations, Public Service Salary Act, Pension Laws and other Government Policies and Frameworks governing terms and conditions of service in the Public Sector.

The remuneration stated in this scheme is based on the salary structure currently in force; the scheme also states the minimum qualifications and/or experience required for appointment or advancement from one level to another. It should, however, be understood that these are minimum requirements for appointment or promotion from one level to another, and may be varied to take into account merit, experience and skills gained by an individual considered capable of undertaking the responsibilities of a given post.

The scheme provides for:

1. A clearly defined career structure to attract and retain suitably qualified and competent employees in the technical aspects of this profession;
2. A well-defined job description with clear delineation of duties and responsibilities at all levels within the career structure to enable such employees to understand the requirements and demands of the job;
3. Standards for recruitment, training and advancement within the career structure on to the basis of qualifications, merit and ability as reflected in work performance and results.

## 2. POSTS AND SALARY SCALE

---

1. Human Resources and Budget Management Assistant	B2
2. Assistant, Human Resources and Budget Management Officer	B2
3. Human Resources and Budget Management Officer	B2-B5
4. Senior, Human Resources and Budget Management Officer	B3-B5
5. Director (Human Resources and Budget Management)	B5
6. Director General	B6

### 3. QUALIFICATIONS, EXPERIENCE AND PROGRESSION

#### 1. Human Resources and Budget Management Assistant

Recognised qualifications and requirements for the post	Band	Step	Entry Point
Five years' experience as a qualified Office Assistant in the Human Resources Section; or	B2	1	9,202.00
Three Credit passes in 'O' Level or IGCSE in English, Mathematics and French plus two years relevant work experience; or	B2	1	9,202.00
One 'A' level Principal pass preferably in English Literature or Social Science subject plus two year relevant work experience; or			
Certificate in Human Resources Management or relevant field plus two year relevant work experience; or	B2	6	9,921.00
Advanced Certificate in Human Resources Management or relevant field plus one year relevant work experience; or	B2	6	9,921.00
Diploma in Human Resources Management or relevant field.	B2	7	10,071.00

#### 2. Assistant Human Resources and Budget Management Officer

Recognised qualifications and requirements for the post	Band	Step	Entry Point
Certificate in Human Resources Management or relevant field plus three years' work experience as a Human Resources and Budget Management Assistant or two years relevant work experience; or	B2	9	10,379.00
Advanced Certificate in Human Resources Management or relevant field plus two year's work experience as a Human Resources and Budget Management Assistant or two years relevant work experience; or	B2	10	10,536.00
Diploma in Human Resources Management or relevant field plus one year relevant work experience.	B2	11	10,696.00

#### 3. Human Resources and Budget Management Officer

Recognised qualifications and requirements for the post	Band	Step	Entry Point
Certificate in Human Resources Management or relevant field plus six years work experience as a Human Resources and Budget Management Assistant or six years relevant work experience; or	B2	14	11,190.00
Advanced Certificate in Human Resources Management or relevant field plus five years work experience as a Human Resources and Budget Management Assistant or five years relevant work experience; or	B2	14	11,190.00
Diploma in Human Resources Management/Diploma in Management or relevant field plus four years as an Assistant Human Resources and Budget Management Officer or four years relevant work experience; or	B2	15	11,359.00
Degree in Human Resources Management or relevant field; or	B4	10	16,546.00
Master's Degree in Human Resource Management or relevant field.	B4	15	17,839.00

<b>Recognised qualifications and requirements for the post</b>	<b>Band</b>	<b>Step</b>	<b>Entry Point</b>
Degree in Human Resources Management or relevant field plus three years' work experience as an Assistant Human Resources and Budget Management Officer or three years relevant work experience; or	B4	15	17,839.00
Master's Degree in Human Resource Management or relevant field plus three years' work experience as an Assistant Human Resources and Budget Management Officer or three years relevant work experience	B5	6	19,524.00

#### **4. Senior Human Resources and Budget Management Officer**

<b>Recognised qualifications and requirements for the post</b>	<b>Band</b>	<b>Step</b>	<b>Entry Point</b>
Diploma in Human Resources Management/Diploma in Management or relevant field plus four years as Human Resources and Budget Management Officer or seven years relevant experience or	B3	13	13,813.00
Degree in Human Resources Management or relevant field plus three years as Human Resource and Budget Management Officer or six years relevant work experience	B5	5	19,233.00
Master's Degree in Human Resources Management or relevant field plus two years as Human Resource and Budget Management Officer or five years relevant work experience	B5	11	21,049.00

**Note:** Candidate at this level may be awarded a PSC contract where the Administration of the organization is not headed by a Director General or a Director.

#### **5. Director – Human Resources and Budget Management**

<b>Recognised qualifications and requirements for the post</b>	<b>Band</b>	<b>Step</b>	<b>Entry Point</b>
Diploma in Human Resources Management/Diploma in Management or relevant field plus four years as Senior Human Resources and Budget Management Officer or eleven years relevant experience; or	B5	8	20,120.00
Degree in Human Resources Management or relevant field plus three years as Senior Human Resources Officer or nine years relevant work experience; or	B5	9	20,425.00
Master's Degree in Human Resources Management or relevant field plus two years as Senior Human Resources Officer or eight years relevant work experience or	B5	14	22,021.00

#### **6. Director General**

<b>Recognised qualifications and requirements for the post</b>	<b>Band</b>	<b>Step</b>	<b>Entry Point</b>
Degree in Human Resources Management or relevant field plus four years as Director (HRM) or thirteen years relevant work experience; or	B6	6	24,467.00
Master's Degree in Human Resources Management or relevant field plus three years as Director (HRM) or eleven years relevant work experience or	B6	9	25,596.00

## 4. COMPETENCY SKILLS REQUIRED

---

- **Interpersonal Skills:** Effective communication and relationship-building skills.
- **Analytical Skills:** Ability to analyze data and make data-driven decisions.
- **Problem-Solving Skills:** Address and resolve HR-related issues and conflicts.
- **Organizational Skills:** Manage multiple HR functions and tasks efficiently.
- **Knowledge of Laws and Regulations:** Understanding of labor laws and HR best practices.
- **Technology Proficiency:** Familiarity with HRIS and other HR technologies.

## 5. ALLOWANCES

---

### A. Inducement Allowance.

An Inducement Allowance will be paid to employees upon appointment in this cadre to entice them to remain in the Public Service. The allowance takes into account the various challenges faced by Human Resource Managers especially with difficult employees, the level of pressure imposed by the size of certain organizations and additional challenges placed on them by the various panels of Constitutional Bodies and Employment Tribunal where they have to represent and defend their organisations on appeals/industrial relations cases brought against their organizations. The increase in social ills also have an adverse effect on work places and Human Resource Officers find themselves playing the additional role of Social Counselors to help employees come to terms with their problems as certain issues if left unresolved will affect productivity in the organisation.

Human Resource Officers in the Public Service are also under constant public scrutiny and have to undertake the hiring and exit of staff by adopting best practice and ensuring that existing government procedures are followed at all times and that there is no defaulting of existing Employment legislation; hence make them better Human Resource personnel than their counterparts in the private sector.

The rates set are inclusive of tax and are based on the number of **active** employees (occupied posts) as follows:

Post Title	Direct and indirect post allocation per person	
	Small to Medium (up to 150 posts)	Large (above 150 posts)
	Rate	Rate
HR & Budget Management Assistant	4,800.00	5,200.00
Assistant HR & Budget Management Officer	5,000.00	5,400.00
HR & Budget Management Officer	5,700.00	6,100.00
Senior HR & Budget Management Officer	6,400.00	6,800.00
Director – HR & Budget Management	7,700.00	8,300.00
Director General	8,500.00	9,100.00

Note: The Inducement allowance also covers overtime work undertaken and for the inconvenience of being on call where the exigencies of the service so require.

### B. Duty Allowance

The various positions in the Human Resources cadre have been evaluated based on human resources tasks only. It is recognised however that several Human Resource Officers also perform a variety of other support, administrative, finance and procurement tasks.

