

## Human Resource and Talent Management Section



University of Seychelles

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**Campus:** Anse Royale and Mont Fleuri

HUMAN RESOURCE & TALENT MANAGEMENT SECTION	
<b>Post title:</b>	SENIOR HUMAN RESOURCE OFFICER
<b>Reports to:</b>	HUMAN RESOURCE MANAGER
<b>Academic qualification:</b>	<ul style="list-style-type: none"><li>• Diploma in a human resource or related field</li></ul>
<b>Professional experience:</b>	<ul style="list-style-type: none"><li>• Minimum of 5 years qualifying experience</li><li>• At <b>least two</b> years' experience undertaking the tasks of a Human Resource Officer or proven record of having successfully managed a small office.</li></ul> <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"><li>• Administrative Procedures</li><li>• PSO and Employment Act</li><li>• Knowledge of principles and procedures for personnel recruitment, selection, training compensation and benefits, and personnel information system</li></ul>
<b>Additional Criteria (Skills &amp; knowledge)</b>	<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Have excellent organizational skills and is very attentive to details</li><li>• Have excellent oral, interpersonal, customer service and written communication skills</li></ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"><li>• Work in a fast-paced environment and maintain a friendly demeanour</li><li>• Multi task</li><li>• Work independently with minimum supervision</li><li>• Set priorities, coordinate multiple activities and meet critical deadlines</li><li>• Maintain a professional appearance and attitude</li><li>• Work as part of a team</li></ul>

### Job Purpose

The **Senior HR Officer** assists the **HR Manager** to deliver a customer focused and oriented service throughout the University. This includes the implementation of **designated HR functions** and **HR initiatives and practices** and ensuring the efficiency of HR operational systems and processes in place, to minimize risk to the University.

Under the supervision of the HR Manager, the Senior HR Officer, undertakes the administration of the **Human Resources policies and procedures**.

The post holder also carries out the **People Services Functions** of the University, guided/overseen by the **Senior HR Manager**. This includes **Employee Relations; Learning, Development and Talent Management** and **Health, Safety and Well-being of staff** in the absence of the Health, Safety & Environment Officer.

Under the supervision of the Senior Manager, s/he contributes in the **development and implementation of reward and recognition and welfare programmes** across the UniSey.

<b>Main Duties and Responsibilities</b>
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1. Contributes towards the review, development and execution of HR policies, procedures & programs
2. Assists in the Manpower Budgeting Exercise for the University and in projecting costs for the HR functions
3. Provides support to staff in the interpretation of HR policies and guidelines
4. Maintains and updates the HR Information System to ensure that all personnel information is properly & accurately captured, effectively managed and maintained at all times
5. Continuously monitors current processes and identify ways to improve these processes and systems for effective workflow
6. Assists with the recruitment, selection and placement of staff at the University, taking on a supervisory role as and when required
7. Liaises with Section/Unit heads to discuss their HR needs and assist to compile the HR plan of the University, by conducting job evaluation, classification and rating of occupations and job positions
8. Provides current prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits
9. Assists with on-boarding and induction training of new employees
10. Administers employee's employment contracts and also assists with the administration of agreements **for outsourced services**
11. Follows up on staff performance: ensuring staff are appraised, relevant performance targets are drawn up for performance evaluation against contract terms
12. Assists in the implementation of the University's **talent and succession strategy** to attract, develop, motivate and retain highly skilled employees and managers
13. Assists in the conducting of staff training needs analysis, developing plans and coordinating implementation
14. Assists in the preparation of the training and development plan and its implementation
15. Assists in the development and implementation of Performance Incentive Schemes
16. Participates in the annual budget planning process and oversees the Personnel Emoluments expenditures
17. Assists with the execution of **HR services in the areas of:**
  - a) Recruitment (Staff probationary period, Gainful Occupation Permit (GOP) and contract expiration);
  - b) Compensation and benefits;
  - c) Maintaining the file movement system and tracking of records for the HR Section;
  - d) Processing of leave applications;
  - e) Keeping records of incoming and outgoing correspondence;
  - f) Collecting personnel statistical data and preparing section/unit reports and records.

18. Assists with the execution of **People services in the areas of Employee Welfare and Relations** namely by:
- a) Organising staff welfare and health programmes (e.g., labour day activities, end of year gathering, on site dental clinic, etc)
  - b) Liaising with the **HSE Officer** on health and safety and environment matters (e.g., Fire drills, first aid training, etc)
  - c) Counselling staff (depending on complexity of cases)
  - d) Ensuring support is provided to staff during their period of grief and bereavement
  - e) With the assistance of the HSE Officer, investigating and reporting on accidents for insurance claims
  - f) Participating in the conduct of investigations when staff complaints or concerns are brought forth
  - g) Assisting in the conduct of investigations for disciplinary matters
  - h) Guiding supervisors in grievance handling and disciplining of the employees
19. Represents the HR Manager or Senior HR Manager at personnel-related hearings and investigations
20. Participates as a co-opted member on HR related Committees such as Scheme of Service, Performance Management System, Training and Talent Management, etc
21. Represents the HR Section on relevant Committees as agreed with the Line Manager
22. In collaboration with the HR team, develops the HR Calendar and objectives for the year
23. Undertakes any other relevant duties as may be assigned by the Line Manager.

### **Professional Development**

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required.

### **Expectations of all staff**

#### **Professional standards**

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

#### **Equal opportunities**

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

#### **Dignity at work**

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

#### **Health and Safety**

The arrangements for meeting the University's health and safety objectives are contained in

the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

**Dress code**

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

<b>Staff Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Line Manager Full Name:</b>	<b>Signature:</b>	<b>Date:</b>