

**NATIONAL EMPOWERMENT FOUNDATION**

**SCHEME OF SERVICE**

**Post:**

Human Resource Manager

**Salary:**

Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 –  
80000 x 3000 – 83000 ( NEF 20)

**Qualifications:**

A. By selection from officers of the NEF in the grade of Human Resource Management Officer who possess-

(i) a Degree in Human Resource Management

OR

an equivalent qualification acceptable to the Board; and

(ii) at least five years' experience in HRM at Administrative/Managerial level

AND

by selection from outside candidates possessing the qualifications at A.

B. Candidates should –

- (i) possess excellent leadership, interpersonal and innovative skills;
- (ii) have an in-depth knowledge of human resource policies, related legislation and latest trends in human resource management and the design of work systems;
- (iii) be proactive and be able to meet tight deadlines;
- (iv) be able to lead the implementation of organisational change and development; and
- (v) possess good IT skills and ability to operate simple Access based software.

**Duties:**

1. To be responsible for the formulation and implementation of the Human Resource (HR) Strategies of the NEF such as Succession Planning, Recruitment and Selection, Appointment, Capacity Building, Payroll, Staff Welfare, Knowledge Management, Performance Management System, Staff Retention, Training and Development, Employee Relations and Welfare.
2. To co-ordinate the design, implementation and administration of human resource policies and activities to ensure the availability and effective utilization of human resources for attaining the Foundation's objectives.
3. To develop the HR plan of the National Empowerment Foundation
4. To prepare and ensure compliance to the approved salary budget and ensure adherence to corporate guideline on salary adjustments and promotions.

