



NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: Human Resource Management Officer (HRMO)
Salary: Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 –
49950 x 1625 – 56450 (NEF 15)

- Qualifications:**
- A. By selection from serving officers of the NEF who possess-
- (i) a Degree in Human Resource Management
- OR
- an equivalent qualification acceptable to the Board; and
- (ii) at least three years' experience in the field.
- B. Candidates should –
- (i) have a good knowledge of policies, rules and regulations relating to the management of human resources and the latest trends in human resource management;
 - (ii) possess good leadership, interpersonal, communication and innovative skills;
 - (iii) possess good analytical and problem-solving skills;
 - (iv) have the ability to work in a multi-disciplinary team and to meet tight deadlines; and
 - (v) possess good IT skills and ability to operate simple Access based Software.

Note: In the absence of qualified serving officers by selection from outside candidates possessing the qualifications at A.

- Duties:**
1. To assist the HR Manager in his duties.
 2. To ensure that human resource policies, rules, regulations and procedures are well interpreted and consistently applied in line with the goals and objectives of the Foundation.
 3. To ensure the effective use of the human resources of the Foundation towards the achievement of its objectives through conduct of appropriate HR practices so as to optimize HR service delivery to all its internal customers.

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