



GUYANA GEOLOGY AND MINES COMMISSION

VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the under-mentioned pensionable vacancy: -

HUMAN RESOURCES MANAGER

Reports to: The Deputy Commissioner, Administration

ACCOUNTABILITY OBJECTIVE:

Responsible for providing managerial and technical leadership in planning, implementing and evaluating human resources systems and components for the provision of advisory, consultative and monitoring services to the **Guyana Geology and Mines Commission**.

Responsibilities

This person is responsible for:

ADVISING on and monitoring the selection, recruitment, orientation, training and assignment to particular roles and ensuring that roles are adapted to make optimum use of the available skills.

OVERSEEING the development and maintenance of the Human Resources Records Management System.

IMPLEMENTING Wage and Salary policies and procedures and supervising the maintenance of the job evaluation programme, including the preparation/review of job and position descriptions and the maintenance of an equitable wage and salary structure.

CHECKING, approving and processing Acting Appointments and other related documents to ensure agreement with current wage and salary rates, Job Code Numbers, Job Classifications, etc. for effective administrative control.

OVERSEEING the administration of relevant procedures related to employee benefits and welfare and periodically reviewing the rewards, incentives and opportunities for human resources development and career progression in the **Guyana Geology and Mines Commission**.

PREPARING/UPDATING procedural manuals and similar documents to guide staff on administrative procedures and monitoring the implementation of **ISO 9001:2000** Quality Control Systems to monitor the effectiveness of these procedures.

CO-ORDINATING and directing activities to ensure the application of appropriate Standard Practice Instructions, procedures and practices relating to the recruitment and placement of non-management and supervisory personnel and an efficient Wage and Salary Administration System in order to meet **Guyana Geology and Mines Commission's** planned human resource requirements.

CONDUCTING investigations into any infringement of the disciplinary procedures as outlined in the **Human Resources Operations Manual** and advising on disciplinary action to be taken.

PREPARING Annual Operating and Capital Budgets, as well as the Operational Plan of the Division and monitoring the flow of expenditure to ensure conformity to budgetary limits.

LIAISING with various Government Ministries and Departments to ensure that protocols are adhered to.

ANALYSING information systems and information flows and collecting and analyzing feedback on operational problems, morale and job satisfaction.

PLANNING, directing and coordinating Human Resource Development initiatives to support the Change Programme of the **Guyana Geology and Mines Commission**.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Post Graduate Degree in Management or equivalent/related discipline along with five years' experience at a Senior Management Level, in a similar setting.

Or

A First Degree in Management or equivalent/related discipline along with eight years' experience at a Senior Level Position in a similar setting.

Computer literacy is a requirement. Specialization in Human Resource Management is desired.

Professional experience in Human Resource Management; General Administration and Planning and Management. Previous experience in a similar capacity is required.

Applications should be sent to:

**The Commissioner
Guyana Geology & Mines Commission
Upper Brickdam,
Georgetown**

Or

Emailed to: commissioner@ggmc.gov.gy

Only shortlisted candidates would be contacted.

Applications should be submitted No later than May 13, 2022.

GUYANA GEOLOGY & MINES COMMISSION

Upper Brickdam, Georgetown, Guyana, South America. P.O. Box 1028

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