

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB DESCRIPTION

CONTRACT POSITION

JOB IDENTIFICATION:

POSITION TITLE: Job Analyst – (Job Evaluation Project)

MINISTRY/DEPARTMENT: Personnel Department –

Office of the Chief Personnel Officer

LOCATION:-DIVISION/SECTION: Job Evaluation Project Office

JOB SUMMARY:

This job requires the incumbent to draft job descriptions/specifications and to coordinate and monitor data collection activities to facilitate the implementation of a job evaluation exercise for offices in the Public Service and public sector entities. Duties involve collecting, collating and analyzing job data, maintaining liaison with Ministries and public sector entities to ensure the timely receipt and dissemination of information, documenting duties, responsibilities and job specifications in the required format and maintaining appropriate records. Duties also involve conducting salary surveys, assisting in the formulation of proposals for new pay structures, providing advice in the application and interpretation of human resource policies and procedures and assisting in the development and implementation of related projects.

REPORTING RELATIONS:

REPORTS TO: Team Leader

SUPERVISION GIVEN TO: Nil

DUTIES AND RESPONSIBILITIES:

Conducts job analysis and develops job descriptions/job specifications for offices within the Public Service and public sector agencies by:

- reviewing, completed job questionnaires to extract relevant data;
- interviewing employees and supervisors to obtain/clarify data and to determine job requirements.
- reviewing organizational charts and other background data.
- analyzing the duties and responsibilities to ensure that they are essential to the performance of the job functions.
- identifying the knowledge, skills, abilities and minimum requirements needed to fulfill the job functions; and
- compiling job descriptions/job specifications in accordance with the required format and standard.

Coordinates and monitors data collection activities within assigned Public Service and public sector entities by:

- distributing Job Questionnaires to liaison officers for completion by incumbents;
- communicating regularly with liaison officers to follow up on the completion and return of job analysis questionnaires to the Job Evaluation Project Office;
- meeting with members of staff of Government Ministries/Departments and Agencies to disseminate information on the Job Evaluation Exercise and providing guidance/assistance in the completion of job questionnaires;
- compiling and updating control lists of offices in Government Ministries/Departments and Agencies in collaboration with liaison officers; and
- checking job questionnaires received for completeness, recording receipt of same in the required format and returning incomplete job questionnaires for completion where appropriate.

DUTIES AND RESPONSIBILITIES (cont'd.):

Conducts salary surveys and assists in the analysis of data collected and in the formulation of proposals for new pay structures and/or rates.

Reviews and evaluates proposals submitted in respect of terms and conditions of employment of public servants and contract employees.

Provides advice and consultancy services on the application and interpretation of human resource policies and procedures to client agencies.

Assists in the development and implementation of human resource management related projects.

Drafts briefs, working papers, Notes, reports, letters and memoranda.

Compiles and maintains records of work activities pertaining to the distribution and return of job questionnaires, the development of draft job descriptions and their submission and return after review and prepares related report and correspondence.

Attends meetings with Ministries/Departments takes notes of proceedings and reproduces minutes of matters discussed.

Participates in the conduct of workshops/training initiatives in respect of the job evaluation exercise in Government Ministries/Departments/Agencies.

Performs other related duties as may be required.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles, practices and techniques of Human Resource Management with some knowledge of compensation and benefits management.

Knowledge of the methods employed to collect and analyse job data.

Knowledge of computer applications relevant to job functions.

KNOWLEDGE, SKILLS, ABILITIES cont'd:

Some knowledge of Government policies and procedures relating to Human Resource Management.

Some knowledge of industrial relations principles and practices.

Some knowledge of the structure, laws, regulations and systems governing the operations of the Public Service and public sector entities.

Some knowledge of labour legislation in Trinidad and Tobago.

Sound analytical skills.

Sound written and oral communication skills inclusive of interviewing and report writing skills.

Sound interpersonal skills.

Ability to collect, analyse and interpret job/occupational information.

Ability to work under the pressure of critical deadlines.

Ability to exercise diplomacy and maintain confidentiality in the performance of duties.

Ability to work independently as well as in a team environment.

Ability to develop and maintain collaborative working relationships with colleagues, relevant stakeholders and agencies.

EXPERIENCE AND TRAINING

Training as evidenced by possession of a Bachelor's degree in Human Resource Management/Management Studies or one of the Social Sciences with courses in Human Resource Management from a recognized institution.