

Ref#: A012	IHRIS
<p><u>JOB DESCRIPTION</u></p> <p>CONTRACTUAL POSITION</p>	
JOB TITLE: BUSINESS OPERATIONS ASSISTANT I (IHRIS)	
JOB SUMMARY:	
<p>The incumbent is responsible for maintaining the accuracy and currency of data on IHRIS for the Ministry in the following modules: work administration; recruit workforce; base benefits; performance management; training administration; labour relations; health and safety; competence management; career and succession planning.</p>	
REPORTS TO:	Director, Human Resources
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Maintaining and updating data on various modules of the IHRIS system such as Administer Workforce, Performance Management, Absence Management and Compensation. ▪ Researching, extracting and compiling data from relevant files as well as liaising with Central Human Resource Agencies, Project IHRIS Office, Ministry of Finance as well as other Ministries/Departments to resolve issues as they arise. ▪ Working closely with the Finance and Accounts Division (integrated Global Payroll) for verification of data entered into IHRIS as it pertains to employee compensation. ▪ Generating reports to inform Management decisions ▪ Files memoranda, letters, reports and other documents. ▪ Operates standard office equipment such as photocopiers, scanners, facsimile machines and binders. ▪ Undertakes basic information gathering, as directed, and compiles data for entry, enter and/or verifies data. ▪ Performs other related duties as assigned. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Knowledge of modern office practices and procedures. ▪ Some knowledge of relevant Public Service rules, regulations, instructions and procedures.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to compose and prepare documents such as letters, memoranda, minutes and reports. ▪ Ability to learn assigned tasks of limited complexity and variety readily. ▪ Ability to make arithmetical computations. ▪ Ability to use a computer and other standard office machines such as photocopiers, scanners and facsimile machines. ▪ Ability to communicate effectively, both orally and in writing.

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| | <ul style="list-style-type: none">▪ Ability to work as part of a team.▪ Ability to establish and maintain effective working relationships with colleagues and the public.▪ Ability to use initiative to find solutions for simple work related issues. |
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MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">▪ At least two (2) years' experience conducting transactions on the IHRIS data suite.▪ Five (5) CXC/GCE O'Level passes including English Language and Mathematics.	