

## **MRA Job Description**

<b>Job title: Team Leader</b>	<b>Department: Human Resources &amp; Training</b>
<b>Immediate supervisor: Director, Human Resources and Training</b>	<b>Grade: 5</b>

### **Purpose of Job**

Assist in the development and implementation of an effective human resource strategy and policy in the MRA.

### **Main duties and accountabilities**

- Assist the Director, Human Resources and Training in the development of human resource strategy and implement human resource management policies for the MRA;
- Work with the dedicated Director(s) / Head of Department(s) to establish a manpower and succession plan for the department(s);
- Ensure that all posts are graded within the departmental structures and that all staff are allocated to an appropriate post for their skills and experience;
- Manage the performance appraisal process so that all staff are reviewed annually against objectives;
- Ensure that the remuneration policy is fairly and consistently applied across the department(s);
- Develop, implement and maintain a process of employee communication so that all staff are informed of MRA's performance and developments in policy;
- In consultation with the relevant senior management, and in accordance with established rules, advise on employee recruitment, placement, transfer, promotion and discipline;
- Maintain complete and accurate computerised employee records for all staff, and carry out a regular reconciliation with the payroll.
- Provide manpower analyses as required by Management or other stakeholders;
- Implement an effective health and safety policy to safeguard employees in the work place;
- Conduct performance appraisals for officers of the team;
- Identify training and development needs for officers of the team;
- Conduct such other cognate duties as may be assigned.