

NATIONAL INSURANCE SCHEME

SENIOR MANAGEMENT POSITION DESCRIPTION

POSITION TITLE: Assistant General Manager – Administration	AGREED TO BY: -----
REPORTS TO: General Manager	APPROVED BY: -----
DIVISION: Administration	DATE EFFECTIVE: -----
DEPARTMENT: -	

DESCRIPTION

I. ACCOUNTABILITY OBJECTIVE:

Responsible for planning, organising and controlling the internal administration of the **National Insurance Scheme** when participating in the formulation of the administrative policy of the scheme.

Ensures that the accountability benchmarks as set by the Board of Directors of the National Insurance Scheme are achieved at all times (as referred to in the appendix).

II. NATURE OF THE POSITION:

A. CHARACTERISTICS OF THE POSITION:

This position is responsible for influencing the personnel administration policies of the National Insurance Scheme and for the provision and maintenance of adequate and effective personnel services such as Recruitment, Training, Industrial Relations, Security and Culture are also within the ambit of the position's responsibility.

The incumbent is required to ensure that statutory obligations regarding the engagement and termination of personnel, the administration of wages and salaries and the safety of the work force are duly complied with and to formulate strategies for the effective monitoring and where necessary, enforcement of these requirements.

The incumbent oversees and evaluates programmes designed for the training and development of operatives within the system inclusive of internal and external training courses, and inter-departmental rotational stints and the

provision of opportunities for participation in cultural and sport activities as well as the enjoyment of adequate reading research facilities.

The security of the Scheme's assets is undertaken by the position which has direct control of the organisation internal security force.

The incumbent also ensures that the transportation requirements of the Scheme are met and that adequate building and staff services facilities are provided.

The Industrial Relations policies of the Scheme are also determined and monitored by this position.

B. SCOPE OF THE DIVISION/DEPARTMENT:

Determining the manpower needs of the National Insurance Scheme through the perusal of reports, wastage statistics and interaction with operatives in the various areas and taking steps to ensure that the immediate and future requirements are catered for. This includes strategies for the recruitment and placement of personnel and for their training and development.

Advising and guiding the Scheme on matters relative to the avoidance and settlement of disputes and playing a pivotal role in negotiations involving the Union in terms of advising on the position that should be taken by Management on specific issues.

Giving policy directions on public relations issues in terms of the programmes and approaches that should be employed.

Maintaining proper security coverage for the Scheme premises as well as ensuring satisfactory transport and staff services arrangements.

C. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

The incumbent relates to the following personnel areas and externally in carrying out the foregoing responsibilities:

SECTION

RESPONSIBILITY

The Amalgamated Transport
and General Workers' Union

To discuss employee-
management relationships,
employee grievances and for
the settlement of complaints and disputes.

State Planning Secretariat

To discuss and review wage and salary
scales.

SECTION**RESPONSIBILITY**

Central Recruitment & Manpower
Agency

To discuss manpower requirements
and arrange for the advertisement of
vacancies. Interviews and tests of
applications and terms of employment of
successful candidates

Public Service Ministry

Liaising on matters associated with external
training and transferees from the Public
Service to the Organisation.

D. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:**DIRECTLY**

**Manager, Personnel and
Industrial Relations -**

Manager, Training -

Purchasing Officer

Building Maintenance Officer -

Transport Officer -

Chief Internal Security Officer -

Welfare Officer

Secretary -

Club Steward -

Head Cleaner -

INDIRECTLY

Personnel Services Assistant
Benefits Clerk
Personnel Clerk
Stenographer

Training Officer
Stenographer

Building Serviceman

Driver/Mechanic

Internal Security Officer

Stenographer
Office Assistant

Barman

Groundsman/Caretaker

Cleaner
Handyman

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

ENSURES the Scheme's manpower requirements are adequate by ensuring the establishment of proper recruitment practices and monitoring such activities as the checking of applicant's reference and background, the evaluation of qualifications and conducting screened interviews.

OVERSEES the administration of wages and salaries to ensure that they are in consonance with statutory guidelines and the internal policy direction requires compliance.

ASSESSES the efficiency of the institution's training programmes which determines the extent to which organisational and individuals are optimized, and takes steps in collaboration with internal practitioners and external agencies to identify or structure programmes that are relevant.

EVALUATES the effectiveness of the Scheme's public relations activities and offers guidance and direction where necessary for wider publicity of the Scheme's service in order to have the public more sensitive to its role and the obligations incumbent upon both parties.

PLANS and directs the activities of the security personnel in safe guarding the assets of the National Insurance Scheme.

CONTROLS the fleet of vehicles owned by the Scheme and decides on their deployment and scheduling, ensuring that they are utilized to the greatest benefit of the operatives who are provided with this service.

MANAGES the building and staff service activities of the Scheme in a manner aimed at providing the necessary office conveniences and in improving the aesthetics of the Scheme's premises.

PREPARES performance reports for submission to the Ministry of Finance detailing targets and achievements of the National Insurance Scheme.

ATTENDS to requests for statistical and other information from within and outside of the organisation by ensuring that they are promptly and accurately complied.

ASSISTS in formulations procedures to guide the operations of the organisation and the monitoring of systems to ensure increased organisational efficiency.

TRAINS staff in basic methods of data collection, analysis and orientation and monitors work of subordinates.

IV. BACKGROUND

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

MINIMUM EDUCATION/EXPERIENCE:

- Post Graduate Degree in Human Resource Management/Business Management, plus 5 years experience in a related field.

OR

- Degree in Human Resource Management/Business Management/Personnel Management, plus 10 years experience in a related field.