



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Policy Officer
Grade/ Classification	IRC 05
Immediate Supervisor/Manager	Director, Policy & Personnel Administration
Division/ Section	Human Resource Division/ Policy & Personnel Administration

B. PURPOSE

This position reports to the Director, Policy & Personnel Administration and will be responsible for developing, implementing and monitoring Human Resource policies and related instructions, and advising and guiding employees in its consistent application organization-wide.

C. ACCOUNTABILITIES

- Review existing HR Policies and Instructions in the context of the new IRC Staff Rules, identify necessary changes, and recommend abolition of obsolete documents.
- Develop systematic feedback mechanisms for evaluating policy impact and effectiveness, and mechanisms for respective policy updates and changes, taken into account evolving organizational goals and needs.
- Undertake research on best practice in HR management, including exploring best practice and prepare recommendations accordingly. Ensure that HR policies and administrative issuances reflect changes in IRC and benefits and entitlements.
- Ensure HR policy design and development, related amendments to the staff regulations and the staff rules and other administrative issuances in consultation with the relevant organizational units and the organizations' strategies and programs.
- Provide advice on application, and where necessary interpretation, of CAOs and related HR policies and procedures, taking into account past practices and precedents and, if necessary, case law. Promote consistent application of HR policies throughout the Organization. Maintain a log of waivers and precedents.
- Keep abreast of topics relating to inter agency HR policy development, coordination and harmonization, and analyze impact for IRC. Coordinate responses to inter-agency queries on HR policies and procedures.
- Manage HR aspects of grievances, appeals, disciplinary matters and other potentially contentious cases as delegated taking into IRC's CAOs.
- Participate in the resolution of conflicts, fact-finding and investigation missions when required.

D. POSITION AND PERSON SPECIFICATIONS

- Bachelor's degree in Human Resources Management, Public Administration, or a related discipline preferably from an accredited academic institution
- Over 3 years of relevant professional experience;
- Knowledge of Human Resources theories and practices, and recognizes their application within existing organizational processes
- Able to anticipate internal and external issues and opportunities that impact the human resources landscape of organizations;
- Takes responsibility and manages constructive criticism;
- Adopts best Human Resources practices to the requirements of an organization to facilitate the achievement of strategic objectives.