

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT DIRECTORATE (HRODD)

DIRECTOR

- Oversight responsibility for the Directorate
- Planning of HR and development of HR management policies
- Liaison with University solicitors on HR policies of the University
- Liaison with relevant persons/bodies on HR matters

HUMAN RESOURCE INFORMATION SYSTEMS

- Development and maintenance of HRIS

DEPUTY DIRECTOR

- Strategy and Organizational development and maintenance of service charter
- OD review of structural arrangements and relationships within the University

FACULTY DEVELOPMENT AND LEARNING RESOURCES UNIT

RECRUITMENT, PROMOTION, SEPARATION UNIT

- Succession planning for all staff
- Determination of staff establishment
- Determination and advertisement of vacancies in the University
- Recruitment and placement of junior staff, senior staff and senior members
- Liaison with the National Service Secretariat
- Induction of newly recruited staff
- Promotion of Junior staff, senior staff and senior members
- Resignation, retirement, death and vacation of post for all categories of staff
- Leave of absence for all categories of staff
- Periodic review of job description of all categories of staff including Heads of Dept, Deans, etc.
- Scheme of Service for junior staff, senior staff and senior members
- Prepare staff for retirement

PERFORMANCE, EDUCATION AND TRAINING (SKILLS DEVELOPMENT) UNIT

- Initiation of policies and programmes for training and development of junior staff, senior staff and senior members
- Identification of training needs
- Determination of performance gaps
- Development and review of performance management systems for all Units/departments/arms of the University
- Appraisal of staff performance (Employee rating, performance review, evaluation and results appraisal)
- Orientation programmes for different categories of staff (including committee work)
- Study leave, examination leave for all staff

COMPENSATION AND REWARDS UNIT

- Salary administration, compensation and benefits, including pension schemes.
- Industrial relations
- Determination of benefits/penalties for all categories of staff
- Collective bargaining and negotiations with the Unions
- Discipline and counseling of staff
- Resolution of employee complaints and grievances
- Conflict resolution measures
- Liaison with staff Unions/Associations
- Administration of conditions of service for all staff
- Sabbatical, casual, sick, maternity and annual leaves
- Health and safety issues
- Workmen's compensations
- Staff housing matters