

**ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT  
DEPARTMENT**

**Objective**

To provide expertise and services on human resources management and administrative matters to the Commission.

**Functions**

The Department will have the following functions:-

- (i) To provide strategic inputs to management on administration and human resources management issues such as recruitment, human resources development and training, promotion, retention, motivation, performance management and welfare;
- (ii) To process terminal benefits and leave;
- (iii) To ensure optimal efficient and effective Management and utilization of Human Resources in the Commission;
- (iv) To provide a link between the NEC and the Public Service Management on operationalisation of the Public Service Management and Employment Policy and laws governing Public Service;
- (v) To provide data support and up-date records on various Human Resources information;
- (vi) To advice the Director of Election on Administrative and Human Resources matters; and
- (vii) To collect, analyze, store and disseminate data and information related to human resource development plans.

The Department will be led by a Director and will be assisted by two Assistant Directors:-

- (i) Administration Section; and
- (ii) Human Resource Management Section.

### **Administration Section led by Assistant Director**

The Section will perform the following activities:-

- (i) Interpret and enforce principal legislation governing the Public Service including regulations; standing orders and other labour laws;
- (ii) Facilitate employees relations and welfare including health, safety, sports and culture;
- (iii) Provide registry, office records, messengerial and courier services;
- (iv) Handle protocol matters;
- (v) Facilitate provision of security services, transport and general utilities;
- (vi) Facilitate general custodian services including maintenance of office equipments, buildings and grounds;
- (vii) Coordinate implementation of ethics and value promotion activities including prevention of corruption practices;
- (viii) Implement diversity issues including gender, disability, HIV/AIDS and be the Office`s Gender Focal Point.
- (ix) Administer the implementation of Business Process Improvement;
- (x) Advise on organizational efficiency of the Office;
- (xi) Administer the implementation of Client Services Charter;
- (xii) Administer implementation of Private Sector Participation; and coordinate the preparation and implementation of the Wage Bill and Recruitment.

### **Human Resources Management Section**

The Section will perform the following activities:-

- (i) Coordinate staff recruitments, selections, placements, confirmations and transfers;

- (ii) Facilitate Human resource training and career development (professional development, skills enhancement performance improvement, pre-retirement, part-time, and overseas);
- (iii) Facilitate orientation/induction programme for the new entrants;
- (iv) Carry out human resources planning to determine supply and demand needs for professional;
- (v) Administer Salaries and process payrolls;
- (vi) Process and update records of various leaves such as annual, sick, maternity, study and terminal;
- (vii) Oversee employees benefits (pension, allowance etc) and entitlements;
- (viii) Serve as a Secretariat to the employment Committee;
- (ix) Coordinate implementation of Open Performance Review and Appraisal System (OPRAS) ,assess the appraisal results, prepare implementation reports, and make follow-ups on the implementation of the recommendations on individual OPRAS forms;
- (x) Prepare Annual Personnel Emolument Estimates;
- (xi) Prepare and facilitate implementation of succession plans;
- (xii) Carry out training needs assessment for the office and prepare training programs;
- (xiii) Monitor and evaluate implementation of institutional training programs and preparer training reports;
- (xiv) Carry out impact assessment of the training programs and prepare assessment reports; and
- (xv) Initiate and co-ordinate in – house courses and on the job training.