

Republic of the Philippines
PUBLIC FINANCIAL MANAGEMENT (PFM) PROGRAM
 COMPREHENSIVE HUMAN RESOURCE INFORMATION SYSTEM (CHRIS) PROJECT UNIT

FUNCTION	POSITION TITLE	MONTHLY SALARY	NO. OF POSITIONS	MODE OF HIRING	QUALIFICATIONS
Human Resource & Payroll Specialist	Project Development Officer IV	P42,652	3	Detail, Secondment or Direct Hiring (Contractual) Initially for 1 year	See job and person specifications

PLACEMENT OBJECTIVES

The **Human Resource and Payroll Specialist** will be responsible for analyzing and defining business requirements and business processes concerning government human resources management, personnel, and payroll administration activities.

He/she will work closely with the Change Management Team to define and document the required business processes, and engage with key stakeholders from spending agencies to (a) confirm the processes are correct, (b) develop business process design documents, and (c) serve as a member of the testing team, as trainer/mentor during the pilot and rollout phases, and as support resource on business rules and procedures and policy issues.

ACCOUNTABILITY/WORKING RELATIONSHIPS

1. Accountable to the Project Director, through CHRIS Project Team Manager(s)
2. Works closely with the Change Management Team, and the Public Financial Management (PFM) Advisers assigned to the project

JOB SPECIFICATION

The job involves conversion of payroll and human resources data and processes to a standard system and will include analysis of the implications of the introduction of new processes and software in terms of their impact on the individual government agencies and future support needed. Responsibilities include the following:

1. Determine best adaptation of software configuration to human resource management systems and payroll management
2. Document business requirements and information flows
3. Participate in the development of the test scripts for unit and full cycle tests
4. Participate in the data conversion deliverables preparations
5. Support unit and full cycle testing activities
6. Participate in training material preparation
7. Undertake training of various user groups
8. Participate actively in all analysis workshops
9. Undertake issue resolution requirements
10. Provide onsite mentoring and support during roll out phase
11. Participate in the Train the Trainer sessions
12. Prepare reports on the functional activities and tasks performed to support the project
13. Perform any other responsibilities as may be reasonably required, where agreed by the Project Director

PERSON SPECIFICATIONS

Education

- Bachelor's degree in public administration, accounting, management or related courses

Training

- Minimum sixteen hours of training preferably in human resource management and payroll

Experience

- Minimum three (3) years of experience in human resource management and/or preparation and processing of agency payrolls
- Experience in delivering training programs preferably in human resource and payroll management

Knowledge

- Substantial knowledge of government human resource management principles and practices
- Substantial knowledge of government organization structure and staffing, personnel administration (appointments, promotions, demotions, transfers, etc.), position classification and compensation policies, rules and procedures
- Knowledge of the Philippine public administration system and structures

Skills

- Ability to apply human resource management and compensation policies, rules and procedures to HR business processes
- Ability to administer the preparation and processing of payroll and associated financial analysis
- Ability to use computer software and office productivity tools relevant to tasks
- Ability to communicate oral and written information in a clear and organized manner appropriate to the target audience
- Ability to identify and recommend solutions to solve issues and problems
- Ability to deal tactfully and professionally with people.
- Ability to train and mentor individual learners and groups on assigned functional area

Other Qualifications

- Ability to define business processes and translate these into system configuration and development of test case scenarios
- Project management abilities