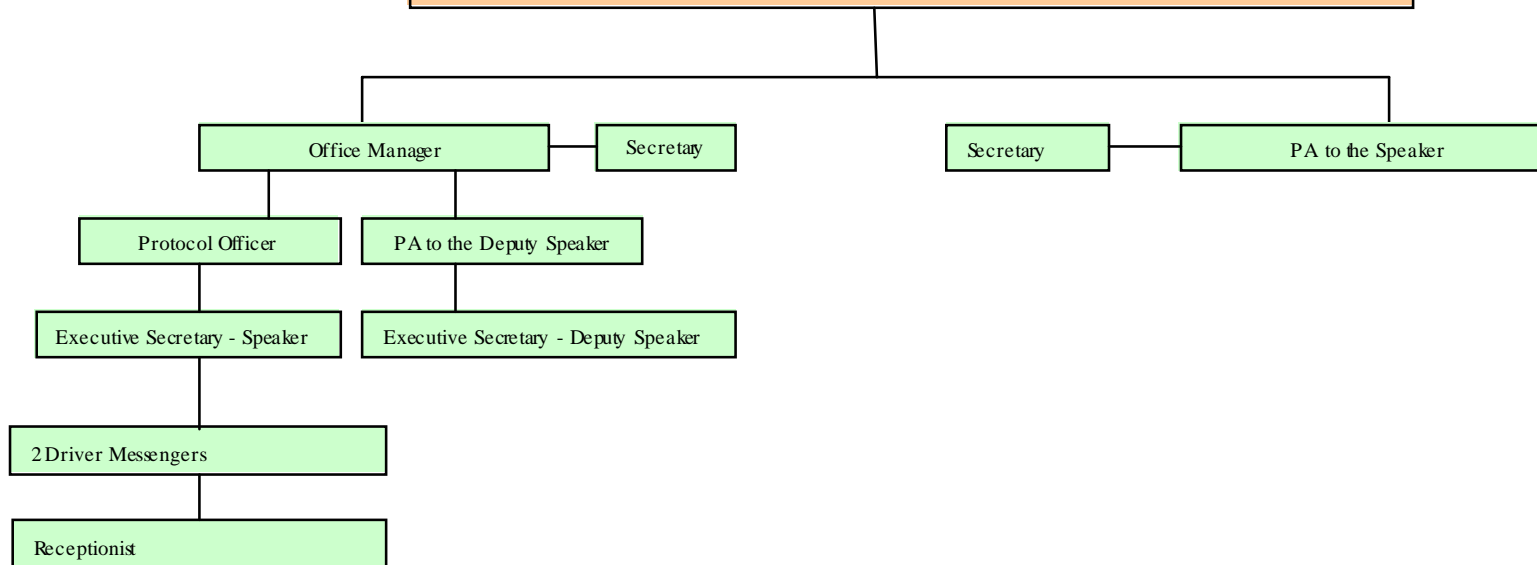


OFFICE OF THE SPEAKER

PURPOSE: To provide strategic support to the Speaker and Deputy Speaker

FUNCTIONS:

1. Manage the Office of the Speaker and the Deputy Speaker.
2. Provide procedural advice pertaining to the sessions of the House.
3. Provide international relations support
4. Perform the Treasury function.



SECTION: HUMAN CAPITAL MANAGEMENT

PURPOSE: To provide human capital management services.

FUNCTIONS:

1. Provide human resource administration.
2. Provide training and development
3. Provide labour relations
4. Provide employee assistance services.

Senior Manager: Human Capital

Secretary

UNIT: HUMAN RESOURCE ADMINISTRATION

PURPOSE: To provide human resources administration

FUNCTIONS

1. Provide staff
2. Handle personnel evaluation matters
3. Render registry services
4. Process staff and members remuneration and benefits

Manager: Human Resource Admin

2 Assistant Managers HR Admin

2 Senior HR Officers
Proposed Vacant
Proposed Vacant
Growing additional work – evaluation matters & efficient processing remuneration & benefits

Assistant HR Officer

UNIT: TRAINING AND DEVELOPMENT

PURPOSE: To provide training and development

FUNCTIONS

1. Develop a human capital development policy and work place skills plan
2. Facilitate skills development in accordance with the needs of the Department
3. Manage financial support for human capital development

Manager: Training and Development
Proposed Vacant
Skills requirement determination & to develop skills where shortfalls exist

Assistant Manager: Training and Development

Training and Development Officer
Proposed Vacant
Funded Vacant
To co ordinate skills development in areas where shortfalls exist

UNIT: LABOUR RELATIONS

PURPOSE: To provide labour relations

FUNCTIONS

1. Implement labour relations policies for a peaceful work environment.
2. Manage the collective bargaining process.
3. Facilitate labour relations and dispute resolution in cases of grievances and discipline.

Manager: Labour Relations

Senior Labour Relations Officer
Proposed Vacant
Growing workload from regulatory framework & demands of collective bargaining

UNIT: EMPLOYEE ASSISTANCE

PURPOSE: To manage employee assistance services

FUNCTIONS

1. Develop and implement EAP and related policies and programmes
2. Develop and implement a policy on the management of HIV/Aids in the workplace.
3. Co-ordinate the implementation of the policy on promoting occupational health and safety in the work place.
4. Develop and implement a strategy for the management of injuries on duty and occupational diseases.

Manager: EAP
Proposed Vacant
Legislative requirement pertaining to Health, wellness & work place safety

EAP Officer
Proposed Vacant
To attend to Health, Wellness & Workplace Safety matters

