



**Position:** HR Assistant

**Reports to:** Director of Human Resource

**Salary:** The position is on **Category III C.1** of the PURA pay scale.

**Number of vacancies:** (1) one

## **BACKGROUND**

The Public Utilities Regulatory Authority (PURA) is the Gambia's independent multi-sector regulator established under the PURA Act 2001 to regulate the following sectors:

- Broadcasting
- Electricity
- Telecommunications
- Petroleum (Downstream)
- Water and Sewerage

PURA in accordance with its mandate, is currently striving towards performing technical, economical and safety regulatory functions in respect to regulated public services. This is done in a bid to achieving its regulatory mandate and fair competition within regulated entities, economic development, social inclusion, and environmental sustainability to always ensure improved Service delivery as well as protection for both consumers and service providers. The Authority wishes to recruit an HR Assistant.

## **SCOPE OF WORK**

The HR assistant will be responsible for the daily administration and HR duties of an organisation. Assist with the recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

Some of the responsibilities that need to be handled by him/her includes the following:

- Update Leave Roster and implement Leave Policy.
- Assist HR Manager in policy formulation, hiring and salary administration.
- Process staff leave applications and payment of allowances.
- Collate and provide all the necessary personnel documents for new staff.
- Process medical registration of staff, refund claims and facilitate Gym membership for staff.
- Assist in the coordination of staff induction and training sessions for new employees.
- Ensure smooth communication with employees and timely resolution of their queries.
- Perform any other duties as may be assigned by the superior.



### **MINIMUM QUALIFICATION & REQUIRMENTS**

- Diploma in Human Resource or related field with three years' work experience
- Proven experience as an HR assistant, staff assistant or relevant human resource/administrative position will be an added advantage.
- Strong interpersonal, communication and presentation skills.
- Strong Communication skills
- Ability to work under stress and stringent conditions.
- Must have the ability to work in a team.
- Basic knowledge of labour law.
- Fast computer typing skills (MS Office, in particular)

### **SUBMISSIONS OF APPLICATIONS**

All applicants must complete and sign PURA Job Application Form which can be downloaded from the PURA website ([www.pura.gm](http://www.pura.gm)) or picked up at the PURA office reception desk, Applications must be accompanied with a Curriculum Vitae (CV) and photocopies of relevant certificates.

All applications must be submitted to the PURA office in sealed envelopes on or before **12:00hrs, on 10<sup>th</sup> November 2023** and Addressed to:

The Director General  
Public Utilities Regulatory Authority (PURA)  
Kairaba Avenue  
P.O. Box 4230 Bakau  
KMC

**\*\*\*Female Candidates are encouraged to apply**