

Human Resource Support

Effective workforce management is a crucial aspect of a comprehensive Human Resources strategy. HR managers and other decision-makers require up-to-date and accurate data on the current number of workers, where they are deployed, what their skill sets and salaries are, as well as information on vacant posts and migration. Currently, at the Ministry of Education, this information is stored in a combination of paper files and electronic databases that do not link together, making it difficult to locate employee records or aggregate data for analysis.

A computerized and integrated human resources information system (IHRIS) will enable the MOE to more easily collect, maintain, and analyze workforce data.

Benefits of IHRIS to the MOE

- Enables the shift from old-style Personnel Administration to HR Management
- Facilitate storage of a vast quantity of easy-to- retrieve HR data
- Faster access and retrieval of HR data for strategy development, HR Planning, HR Monitoring and decision-making
- Improve HR Officer time utilization and efficiency
- Increased Opportunities for Employee Self Service

IHRIS Modules that facilitate the ease of information gathering:

- Workforce Administration
 - Position Management
 - Recruit Workforce
 - Performance Management
 - Health and Safety
 - Labour Relations
 - Training Administration
 - Absence Management
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- Workforce Administration facilitates easy retrieval of Officers information such as D.O.B, first Permanent Appointment, Promotions etc
 - Position Management affords for the accountability of each position on the estimate
 - Recruit Workforce enables the selection of the best fit for a specific job from a pool of applicants
 - Performance Management, when entered makes for the accessibility by the Service Commissions Department
 - Health and Safety provides the ability to record and track incidents, injuries, illnesses and dangerous occurrences at the workplace

