### DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

**Job Title: Human Resource Manager**

**Level:** Senior Professional

**Reporting to:** Secretary General

**Type of appointment:** Full time

**Duration of appointment:** Three years (with an option of renewal for two years)

**FUNCTIONS OF THE POSITION:**

Under the general guidance of the Secretary General, the incumbent is responsible for providing leadership, strategic direction and oversight in the development and implementation of plans and policies on human resources and administration that promote organisational development and employees’ well-being.

**DUTIES AND RESPONSIBILITIES:**

* Develop and implement Human Resource (HR) strategies and policies to ensure the achievement of strategic and operational objectives, ensuring compliance with applicable employment laws;
* Manage and coordinate the recruitment and selection process in accordance with policies, practices and guidelines;
* Design and implement talent and succession management systems to ensure effective selection, as well as development, evaluation, advancement and retention of employees;
* Develop and monitor workforce analysis and reporting systems to proactively address key trends and inform strategic decision making;
* Plan and conduct employee orientation to foster a positive attitude toward organizational objectives;
* Oversee all aspects of progressive discipline and administration of grievance procedures in accordance with policies and guidelines;
* Advise the Secretary General on the appropriate resolution of employee issues to maintain compliance with applicable Employment Laws and the policies of the organisation;
* Provide coaching and advice to staff on the interpretation and application of HR policies, procedures and practices, ensuring compliance with applicable laws and regulations;
* Collaborate with the Secretary General, Directors and Unit Heads to develop, implement and evaluate strategies for continuous improvement of individual and team performance and motivation;
* Design, facilitate or source appropriate training and development programmes to continuously improve competency and performance within the organisation;
* Prepare organisational and individual Training Plans in consultation with the Secretary General and other relevant Heads;
* Establish objectives, evaluate the performance of assigned staff and provide required feedback and coaching to optimize performance and motivation;
* Review completed staff performance appraisal forms with a view to identifying gaps and recommending appropriate training or development interventions;
* Manage Health and Safety programmes and activities in compliance with OSH standards;
* Conduct and analyse exit interviews and recommend changes in order to retain staff;
* Collaborate with the Financial Manager in the execution of duties related to the work of the Special Committee on Budget and Administration;
* Coordinate with the Finance Manager in the efficient processing of termination benefits;
* Recommend and coordinate employee engagement activities, programmes, initiatives or events to promote a healthy and productive work environment;
* Plan and execute participation in career or job fairs hosted by other institutions;
* Coordinate the entry of interns with the Directorates to which they will be assigned;
* Ensure the periodic review and update of the Staff Manual;
* Maintain records and compile statistical reports concerning all information related to staff, including performance appraisals, absenteeism and any other HR matters;
* Keep abreast of developments in employment laws and various areas of HR to ensure compliance in organisational practices;
* Manage and supervise the work of assigned staff;
* Prepare and present reports on activities conducted within the timeframes required;
* Represent the ACS at official meetings, events, workshops and conferences as designated;
* Carry out any other functions outlined in the manuals and regulations issued by the Secretary General or established by the Ministerial Agreements.

**KNOWLEDGE AND COMPETENCIES**

* Excellent oral and written communication skills in two (2) of the official languages of the ACS;
* Excellent knowledge of HR Management policies, practices, laws and regulations;
* Sound knowledge of Trinidad and Tobago Industrial Relations principles and practices;
* Excellent knowledge of the Labour Laws of Trinidad and Tobago;
* Strong interpersonal skills;
* Leadership;
* High level of integrity and ability to treat confidential information with great discretion;
* Ability to establish and sustain effective working relationships with internal and external stakeholders;
* Excellent organisational, planning and time management skills;
* Accountability;
* Ability to plan, organise and supervise the work of support staff;
* Analytical, problem solving, strategic thinking and critical thinking;
* Ability to work in a multi-cultural environment;
* High degree of professionalism;
* Proficiency in MS Office Suite.

**QUALIFICATIONS AND EXPERIENCE**

* A Post Graduate degree (Master's or equivalent) in fields related to Human Resources, Organisational Development or other relevant areas.
* Minimum of ten (10) years’ experience, five (5) years of which should include managing at a senior level position, preferably with experience at international or regional levels in areas such as developing policies and procedures; administration; conflict resolution, providing HR advisory services; and coaching of employees;
* Professional Certification in Industrial Relations or Labour Laws will be considered an asset.

**REMUNERATION PACKAGE:**

* Monthly Remuneration: US$4,579.80 (tax exempted);
* Purchase of airline ticket to and from Port of Spain, Trinidad and Tobago for the professional and up to four dependents from the point of origin;

* Repatriation allowance (one-time payment corresponding to basic monthly salary) upon arrival in Trinidad and Tobago;
* Shipping of personal effects from and to point of origin in keeping with relevant guidelines;
* Group Health Insurance for the Professional and dependants (if applicable).
* Participation in the ACS International Staff Fund (employee - 7% and employer – 14%);
* Annual paid vacation entitlement of 25 working days (2.08 per month).

**ASSESSMENT**:

Evaluation of qualified candidates for this position will include a Competency/based Interview, a Language Proficiency Assessment and an Assessment Exercise.

**APPLICATION PROCEDURES:**

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either [Adobe Acrobat](https://acrobat.adobe.com/us/en/acrobat.html?promoid=KSBOO) or [Adobe Acrobat Reader DC](https://get.adobe.com/uk/reader/). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Dr. June Soomer

Secretary General

Association of Caribbean States

5-7 Sweet Briar Road, St. Clair

PO Box 660, PORT OF SPAIN

Tel: 868-622-9575

Fax: 868-622-1653

And sent by email to: [hrcontact@acs-aec.org](mailto:hrcontact@acs-aec.org)

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

**Only** **electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.**

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.