



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Compliance Manager
DEPARTMENT: Office of the Deputy Governor
MINISTRY: Office of the Deputy Governor

LOCATION: Providenciales

JOB SUMMARY:

Under the direction of the Director-Strategy & Compliance, the Compliance Manager confidentially manages the technical, analytical, monitoring, productivity and reporting functions relating primarily to Performance Management. The post holder also partners with the Human Resource Management and Learning & Development directorates for data-collection and to support other initiatives related to the role. The Compliance Manager leads a large amount of data management, process audits and analysis; and makes data-driven recommendations to the Executive. The post holder confidentially manages all work related to the Public Service Performance Management system. The Compliance Manager also supports the implementation of a wide range of strategic transformational projects.

KEY DUTIES AND RESPONSIBILITIES:

1. **Performance Management:** In collaboration with the Human Resource Management (HRMD) and Learning & Development (LDD) directorates, closely monitor Performance Management (PM) processes to promote organizational compliance; communicate the best PM practices, system functions and timelines to stakeholders where gaps occur.
2. Track and record qualitative data to advise on Learning & Development needs and the PM process improvements required for ministries and departments.
3. **Data Analysis & Reporting Management:** Lead in the preparation and analysis of information for various ministries and departments for the purpose of recommendations to senior management based on data analysis to drive process and policy improvements.
4. **Discipline Management:** Manage the feedback process from annual Performance Appraisals on potential disciplinary/performance improvement matters.
5. **Monitoring:** Collaborate with HRMD on the implementation and maintenance of systematic improvement processes to support performance improvement across ministries.
6. **Reporting:** Provide periodic data reports as requested.
7. Manage the process for performance improvement to ensure staff receive adequate training and upskilling for success.
8. **Record Keeping/Documentation Management:** Oversee the confidential PMS with specific responsibility for producing reports of performance to Cabinet and Executive Management teams.
9. Lead in the overall administration of PM policies and processes without breaching confidentiality of staff performance records.
10. **PMS Training:** Lead regular PMS training sessions for new and existing leaders who have responsibility for conducting performance appraisals.





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11. **Compliance Spot Checks:** Perform spot checks and compliance audits on PMS processes carried out by ministries and departments.
12. **PMS Schedule:** Manage the PMS schedule in collaboration with HRMD to ensure that probationary, mid-year and annual performance appraisals are completed within assigned deadlines. Escalate names of non-compliant ministries and departments.
13. **Project Implementation:** Work closely with the Director-Strategy & Compliance to deliver a series of transformational projects across the Public Service according to plan, timelines and budget.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

Essential:

- A Bachelor's degree in Human Resource Management, Organizational Development, Business Management or any other related field.

Desirable:

- A Master's degree in Human Resource Management or a related field
- A SHRM, CIPD or Project Management certification

Experience:

- 7 to 10 years' experience in the field of Human Resource Management or Compliance and at least two years in a supervisory role would be advantageous.

SALARY: Grade 9.1 - \$75,363.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

