



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Human Resources Officer
MINISTRY: Deputy Governor's Office
DEPARTMENT: Human Resource Management Directorate
LOCATION: Grand Turk

JOB SUMMARY:

The Human Resources Officer (HRO) advises the Permanent Secretaries and Heads of Departments on the implementation of policies relating to the effective use of personnel throughout the Public Service in accordance with the Public Service Ordinance, the Employee Handbook and the Financial Regulations. The HRO is assigned a number of departments and has responsibility for coordinating a wide range of human resource functions required by those departments. The HRO also assists the Public Service Commission with the preparation and retrieval of personnel documents for its meetings.

KEY DUTIES AND RESPONSIBILITIES:

1. Work closely with departments, assist line managers to understand and implement policies and procedures;
2. Liaise with a wide range of people involved in policy areas such as staff performance, and health and safety;
3. Recruit staff - this includes developing job descriptions and person specifications, preparing advertisements, checking application forms, short-listing, interviewing and selecting candidates;
4. Assist with developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and leave management;
5. Advise on pay and other remuneration issues, including promotion and benefits;
6. Assist with salary reviews;
7. Maintain employee records;
8. Interpret and advise on employment legislation;
9. Advise on the processes associated with grievances and disciplinary procedures;
10. Assist line managers with HR Planning, which consider immediate and long-term staff requirements in terms of numbers and skill levels;
11. Prepare reports for the Public Service Commission and action decisions of the Commission;





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12. Maintain and update a database containing statistics of the demographics of the public service to be used for career and succession planning initiatives;
13. Assist the Training Manager with Orientation of staff and other aspects of the Training process across the various Ministries / Departments;
14. Assist the HR Manager with the preparation of annual estimates of expenditure;
15. Represent the Human Resource Department at meetings, conferences and seminars;
16. Adhere to all Public Service codes, rules and regulations;
17. Perform any other job-related duties as may be required.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An accredited Bachelor's Degree in Human Resource Management/ Social Sciences/ Public Administration or equivalent.
- At least three (3) years practical experience in the functions of Human Resource Management.
- Experience in working with employment legislation in a public sector environment would be an asset.

SALARY: Grade 7.1 - \$54,670.00 per annum plus allowances

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, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.
Applications without all supporting documents will not be processed.**

BELONGERS NEED ONLY APPLY

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

