



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Labour Inspector

DEPARTMENT: Employment Services

MINISTRY: Ministry of Immigration and Border Services

LOCATION: Grand Turk and Providenciales

JOB SUMMARY:

This is an administrative and operational support position initially with island wide responsibility for monitoring and regulation of labour laws, policy, standards and procedures. The job holder is the primary field agent for carrying out regular inspections, engaging with employers in respect of their obligations under employment law, dispute prevention, settlement and investigation of labour related complaints. The job holder reports to the Senior Labour Inspector and is performing satisfactorily when inspection and investigation functions and conflict mediation is timely and appropriately effected.

KEY DUTIES AND RESPONSIBILITIES:

1. Reviewing and processing labour permit applications
2. Conducting inspections and investigations at worksites regarding labour standards and employer compliance.
3. Working to encourage harmonious workplace relations between employers and employees
4. Mediating and facilitating the settlement of labour disputes
5. Investigating reported breaches in labour standards and workplace incidents
6. Facilitating the formation and functioning of the labour tribunal
7. Maintaining records regarding inspections, dispute settlement, job/employment rosters
8. Liaising with general public to facilitate information gathering as it affects department function
9. Reporting to Labour Officer regarding inspections and status of labour disputes, etc.
10. Working with the Enforcement, Compliance and Intelligence arm of Immigration
11. Adhere to all Public Service codes, rules and regulations
12. Other related tasks as assigned.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

This position requires a Post High School Diploma/Certificate in a related field or equivalent.

Experience:





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The position requires at least three (3) years on the job experience to acquire the necessary competencies to respond effectively to the challenges of the position. Experience in a similar field would be an asset.

The experience should include:

- Conflict resolution/mediation
- Significant working knowledge of international and T.C.I. labour standards and practices.
- Enforcement Fieldwork
- Knowledge of Trade and/or labour unions

SALARY:

- **Grade 5.1: \$38,691.00 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 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.

