



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Senior Labour Inspector

MINISTRY: Ministry of Immigration and Border Service

DEPARTMENT: Employment Services

LOCATION: Grand Turk/Providenciales

JOB SUMMARY:

This is a Supervisory Middle Management position providing key support to the operational teams with island wide responsibility for monitoring the work of the Labour Inspector as it relates to compliance with the TCI labour laws and ILO standards, policies and procedures. The job holder has responsibility for a unit and provides support and guidance to his/her team to achieve social and economic justice for workers through the provision of effective labour administration and management of industrial relations, as well as acting as liaison with Border Control and Enforcement department providing input to the compliance and intelligence arm of that department.

KEY DUTIES AND RESPONSIBILITIES:

The Senior Labour Inspector is responsible for the management of a unit ensuring that the work of the unit is in line with the overall goals and objectives. The job holder will:

1. Assist with the reviewing and processing of labour clearance for work permit applications.
2. Supervise Labour Inspectors on conducting inspections and investigations of worksites regarding labour standards and compliance.
3. Work to encourage harmonious workplace relations between employers and employees.
4. Oversee mediating and facilitating the settlement of labour disputes.
5. Provide monthly reporting to Labour Commissioner, Deputy Labour Commissioner and assistant Labour Commissioner on operational stats etc.
6. Submit weekly enforcement and intelligence spreadsheets to Intelligence Unit within Border Control & Enforcement.
7. Active participation in the work of the Enforcement, Compliance and Intelligence arm of Border Control & Labour.
8. Assist in Staff Performance Appraisals.
9. Conduct training exercises as prescribed in Department's Training Plan.
10. Assist in coordination of work permit case work processes.
11. Adhere to Public Service codes, rules and regulations.
12. Any other related assignments that will come up from time to time.

QUALIFICATIONS AND EXPERIENCE:





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Qualifications:

This position requires a Bachelor's Degree in Industrial Relations, Human Resources, Business or an ILO & OSHA certified relevant course.

Experience:

The position requires at least five (5) years on the job experience 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
- Basic computer skills
- Good report writing skills
- Good written and verbal communication
- Basic human relations and conflict resolution
- Interpretation of the Law
- Working Knowledge of Human Resources Policies
- Knowledge of Trade and/or labour unions
- Supervisory skills
- Staff Performance Appraisal skills

SALARY: Grade 6 \$45,992.00 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, 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

TURKS AND CAICOS ISLANDERS NEED ONLY APPLY"

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

