



## VACANCY

### **Human Resources Officer**

**The Human Resources Officer** will be responsible for providing clerical, administrative and secretarial support to facilitate the efficient operation of the Human Resources Department.

#### **KEY RESPONSIBILITIES**

The Human Resources Officer will:

1. Participates in the development of the human resource strategy as well as the department's operational, strategic plans and budget.
2. Arrange interviews with short listed candidates as required.
3. Prepares and submit routine and special reports
4. Participates in the development and maintenance of the human resource manual
5. Liaises with department managers to prepare/revise job descriptions as required
6. Update list of staff members and employee contact information.
7. Keep records of due dates for probationary appraisals, contract renewals etc.
8. Assist with checking and following-up on employee benefits matters

#### **QUALIFICATIONS & KEY COMPETENCIES**

- Bachelor's degree in Human Resource Management, Business Administration or a related area from a tertiary institution.
- Three (3) years' experience in a similar capacity.
- Knowledge of human resource practices and procedures
- Knowledge of the Jamaican Labour Laws
- Thorough knowledge of basic records management procedures and guidelines.
- Advanced level of proficiency in Microsoft Word and Excel.

#### **CORE COMPETENCIES**

- Excellent customer service attitude.
- Excellent oral and written communication skills.
- Very good planning and organizing skills.

- Knowledge of counselling and coaching
- Good human relations and customer relations skills
- Very good written & oral communication skills
- Good problem solving skills
- Good conflict resolution skills

Applications should be submitted to the **Human Resources & Administration Manager** no later than **Friday, September 14, 2018**. Please send email to [careers@cwjcu.com](mailto:careers@cwjcu.com)

*We thank all applicants for their interest, however only short listed candidates will be contacted.*