



HUMAN RESOURCE OFFICER

The Estate Management & Business Development Company Limited is seeking to fill the following contract position:

REPORTS TO: Human Resource Manager

SUPERVISOR TO: Junior administrative staff

POSITION PURPOSE:

This is a contract position and the incumbent will provide support to the Human Resource Manager by co-coordinating and monitoring the implementation of approved Human Resources Management Systems, Policies and Procedures.

MAJOR DUTIES & RESPONSIBILITIES:

1. Assists in interpreting approved Human Resources Policies and Procedures and provide technical advice to the Department Head on their application or implementation.
 2. Assists in the recruitment function for vacant positions and ensure that appointments, acting and promotions, transfers and terminations are implemented fairly, equitable and in accordance with contractual agreements.
 3. Administers the application of the Company's Compensation, Benefits and services to ensure compliance with statutory requirements and that employees receive them within the stipulated policy guidelines and time frames.
 4. Prepares operational, informational and statistical Human Resources reports as required.
 5. Provides research and direction in the establishment of appropriate policies and procedures in all aspects of Human Resources Management.
 6. Assists in the execution of periodic Human Resources Audits to ensure compliance consistency of application of Human Resources Policies and Procedures by Department Heads.
 7. Performs other related duties as assigned from time to time.
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REQUIRED KNOWLEDGE AND SKILLS:

- Highly confidential.
- Good interpersonal skills.
- Excellent verbal and written communication skills.
- Working knowledge of all functional areas of Human Resources
- Working knowledge of Microsoft Office applications is required
- Strong planning, organization, management and supervisory skills
- Ability to work independently and in a team environment

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- BSc Degree in Social Sciences, preferably in Human Resources Management from an accredited institution.
- At least three (3) years related experience
- Any relevant combination of training and experience

Interested parties are asked to submit applications for the above contract position to:

**The Acting Chief Executive Officer
Estate Management and Business Development Company Limited (EMBD)
P.O. Bag 326
Couva Post Office**

or

Email Address: applications@embdtt.org

Deadline for submission of applications:

Tuesday 26th September, 2017

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED