



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

HUMAN RESOURCE MANAGER

DIVISION: HUMAN RESOURCES

REPORTS TO: GENERAL MANAGER, HUMAN RESOURCES

POSITION SCOPE:

The Human Resource Manager assists the General Manager, Human Resources in implementing HR strategies, policies and programmes to support the business needs of the Corporation providing support in the delivery of the full range of human resource services.

KEY DUTIES AND RESPONSIBILITIES:

- Assists in formulating, developing and implementing policies, objectives, standards and guidelines pertaining to all human resource matters to achieve the Strategic Human Resource objectives
- Manages the development, implementation and administration of recruitment and selection, manpower planning, and succession planning, coordinating across all Divisions
- Manages the development of the annual training and development plan
- Coordinates the evaluation of jobs and ensures that job descriptions are updated.
- Implements and maintains a robust Performance Management System that identifies employee potential and training needs at all levels throughout the Corporation
- Develops, reviews and amends the Human Resource and Administrative Policies and Procedures, and systems for effective functioning of the Corporation
- Oversees the administration of compensation and benefit reviews and ensures that pay scales are linked to job grades for equitable treatment of employees across the Corporation
- Advises the Management, as well as the leadership of the Corporation, on matters related to the human resources services and practices
- Provides advice and information to employees on Human Resource Policies and Procedures

EDUCATION:

- Bachelor's Degree in Human Resource Management/Industrial Relations or related discipline
- Postgraduate qualifications in Human Resource Management would be considered an asset

EXPERIENCE:

- At least Seven (7) years experience in Human Resource Management
- At least three (3) years in a managerial role
- Experience in a unionised environment
- Working knowledge of employment law, compensation, organisational planning, organisational development, employee relations, safety, training and preventative labour relations

ESSENTIAL SKILLS / ATTRIBUTES:

- Effective, written, oral and interpersonal communication skills
- Interpersonal and coaching skills
- Team building skills
- Negotiation skills
- Strong analytical, problem solving and organisational skills
- Proficient in Word Processing, Spreadsheet, and Presentation software applications

The closing date for applications is **November 27, 2015.**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

General Manager, Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago