



Trinidad and Tobago  
Postal Corporation

# **JOB OPPORTUNITY**

## **HUMAN RESOURCE OFFICER - PLANNING & DEVELOPMENT**

**DIVISION: HUMAN RESOURCES**

**REPORTS TO: GENERAL MANAGER, HUMAN RESOURCES**

**POSITION SCOPE:**

The Human Resources Officer, Manpower Planning and Development coordinates the Manpower Planning and Staff Development function within the Human Resources Department to meet the Corporation's staffing needs.

**KEY DUTIES AND RESPONSIBILITIES:**

- Reviews and maintains the Organizational Structure and Manpower requirements for the Corporation to effectively meet its staffing objectives
- Coordinates the recruitment and selection function of the Corporation
- Maintains the Human Resources Information System (HRIS) system
- Prepares Human Resources reports on headcount status, skills bank and other related statistics
- Reviews the succession plan and talent management activities to ensure business continuity
- Assists with coordinating the Job Evaluation process and ensures that jobs are assessed and graded
- Coordinates the Vacation Internship Programme
- Coordinates redeployment, transfers, rotation and other staff reassignments
- Assists in supervising assigned workforce, monitoring, appraising, motivating and disciplining as required
- Adheres to health, safety and environmental rules, regulations and guidelines
- Performs other related duties that may be required by the job function

**EDUCATION:**

- A Bachelor's Degree in Human Resource Management or any other Social Science

**EXPERIENCE:**

- At least three (3) years in a Human Resource environment with particular experience in Manpower and Succession Planning
- Experience in statistical/HR metrics analysis and Manpower forecasting would be an asset
- Proficient in the use of word processing and spreadsheet software applications.
- 

The closing date for applications is **December 04 , 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 or email: [gmr@ttpost.net](mailto:gmr@ttpost.net)**