



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

INDUSTRIAL RELATIONS GRIEVANCE OFFICER

DIVISION: HUMAN RESOURCES

REPORTS TO: GENERAL MANAGER, HUMAN RESOURCES

POSITION SCOPE:

The Industrial Relations Grievance Officer assists in the coordination of all issues relating to Industrial Relations (IR) at TTPost.

KEY DUTIES AND RESPONSIBILITIES:

- Assists in the formulation and revision of policies
- Participate in training preparation and facilitation
- Assist in the collating of absenteeism data for the Corporation and preparation of analysis/report on a quarterly basis.
- Provide support to the Corporation at the Industrial Court and Ministry of Labour i.e. attend meetings and hearings.
- Ensure all preparations for disciplinary hearings, meetings at the Ministry of Labour, Industrial Court and bi-lateral meetings involving the Union are carried out in an accurate and timely manner.
- Conduct research and provide relevant and accurate data on Industrial Relations developments in Trinidad and Tobago.
- Ensure all grievances involving employees are documented and advice provided in a timely manner.
- Prepare disciplinary letters (warnings, suspensions and termination).
- Prepare monthly and yearly reports on Trade Disputes, Grievances and Disciplinary matters.
- Assist with investigations and conduct grievance and disciplinary assertions.

EDUCATION:

- Bachelor's Degree in HR/IR or any related discipline

EXPERIENCE:

- At least three (3) years' in a Human Resource environment with particular experience in Industrial Relations in a unionised environment
- Strong working knowledge of the Industrial Relations Act and current Labour Laws/Regulations

ESSENTIAL SKILLS / ATTRIBUTES:

- Strong Communication skills, both verbal and written
- Proficient use of Microsoft Office Suite
- Interpersonal skills
- Team Building Skills
- Ability to interpret & document information

The closing date for applications is **Nov 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