

HUMAN RESOURCE MANAGER VACANCY



National Solid Waste Management Authority

P.O. Box 2224, St. John's Antigua, Antigua W.I.
Tel: (268) 562-1347/8/9 Fax: (268) 562 1350 Email: nswma@solidwaste.gov.ag

WE ARE HIRING

The National Solid Waste Management Authority is seeking to recruit highly qualified and motivated individual to fit the position of A *Human Resource Manager*

JOB FUNCTION

The Human Resources Manager leads and directs the routine functions of the HR Department including the management of the following HR programmes: recruitment, selection and onboarding, training and development of staff, employee engagement, compensation and benefits, performance management including ensuring legal compliance.

PRINCIPAL RESPONSIBILITIES

1. Manages talent acquisition process, including recruitment, selection and onboarding of skilled candidates.
2. Partners with senior leadership to execute the organisation's talent strategy.
3. Oversees the daily operation of the HR Department
4. Provides guidance and counselling to Managers and Staff
5. Oversees and manages a performance management programme
6. Develops and implements HR strategies and initiatives and department's budgets
7. Maintains knowledge of trends, best practices, regulatory changes and new knowledge to communicate changes in policy, practice and resources.
8. Manages and monitors benefit administration
9. Manages HRIS

MINIMUM QUALIFICATIONS & CRITICAL SKILLS:

- 1. Bachelor's degree in Human Resources or a related field required; Master's Degree preferred**
- 2. HR Certification**
- 3. A Minimum of eight years of human resource experience in a leadership role**
- 4. Sound knowledge of local Labour laws and regulations, such as the Antigua and Barbuda Labour Code and other relevant legislation.**
- 5. Record keeping and report writing skills**
- 6. Experience in writing policies**
- 7. Advanced interpersonal and communication skills**
- 8. Sound decision making and analytical skills**
- 9. Exhibits confidentiality, tact, and initiative in dealing with official matters.**
- 10. Proven ability to plan, to organize, execute and manage time and multiple tasks effectively.**
- 11. Experience with digital technology.**

***Email your resume to the General Manager at: nswma@solidwaste.gov.ag indicating the position that you are applying for by August, 31st 2023.
ONLY suitable applicants will be contacted***