

Job Vacancy:

Human Resource Specialist

Job Summary

The Human Resource Specialist has lead responsibility for the recruitment, placement and orientation of the right talent within the Tobago Tourism Agency Limited. The Human Resource Specialist will also oversee employees' satisfaction and productivity ensuring that staff are well-equipped to carry out their functions; and will lead on the development of an Employee Handbook.

Duties & Responsibilities

Strategic Human Resources Planning

- Developing an employee handbook that lays out the terms of engagement of all employees.
- Works with the Directors of all Units to develop key performance indicators for all positions employees within the agency.
- Ensures that directors of all Units complies with the timely administration of performance appraisals of all staff directly reporting to them.
- Works with the CEO in articulating a organizational culture and cascading it to all staff.
- Assessing the competencies within the organization to ensure best-fit and that staff have the skills, knowledge and tools to carry out their JDs at the highest possible standard.

Human Resource Development

- Conducting training sessions.
- Administering on-the-job training programs.
- Evaluating the effectiveness of training programs.
- Maintaining records of employee participation in all training and development programs.
- Ensuring the planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees.
- Developing employee wellness programmes aimed at ensuring that the work/life balance is maintained.

Administration

- Maintaining the work structure by updating job requirements and job descriptions for all positions.
- Maintaining the organization's staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Preparing employees for assignments by establishing and conducting orientation and training programs.
- Maintaining the management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintaining historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.

Workforce Planning and Employment

- Implementing the organization's recruiting strategy.
- Interviewing applicants.
- Administering pre-employment tests.
- Assisting with completing background investigations.
- Processing transfers, promotions, and terminations.

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Duties & Responsibilities (continued)

Employee and Labor Relations

- Interpreting union contracts.
- Helping to negotiate collective bargaining agreements (if applicable).
- Assisting with and resolving employee grievances.
- Advising supervisors on union contract interpretation.
- Monitoring compliance by the TTAL with its collective bargaining agreements.
- Managing Industrial relations processes.

Risk Management

- Developing and administering health and safety programs.
- Conducting safety inspections.
- Maintaining accident records.
- Preparing government reports as to remain in compliance.

Qualifications & Experience

1. A Masters degree in Human Resource Management, Organisational Behaviour, Labour & Employment relations or related field.
2. At least 4 years experience in a management position.
3. Knowledgeable of human resource management and administration.
4. Excellent interpersonal and communication skills, both oral and written.
5. Demonstrated leadership experience and must be highly organized.
6. Sound knowledge of Trinidad & Tobago industrial relations practices.



Email your application letter and CV to apply@tobagotourism.org
Deadline for submission is Tuesday March 9th, 2021 at midnight.
For more information, contact us at 868-612-8825 ext. 2001