



Eastern Caribbean Telecommunications Authority (ECTEL)

## VACANCY NOTICE

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Post title	<b>Human Resources Manager</b>
Duty Station	<b>Castries, Saint Lucia</b>
Organisation Unit	<b>Human Resources and Administration Department</b>
Grade	<b>P4</b>
Contract type	<b>Fixed-Term Appointment</b>
Duration of contract	<b>Two years</b>
Application Deadline	<b>31 January 2012</b>

**Main responsibilities** Under the authority of the Managing Director, the Human Resources Manager will be responsible for:

### **Workforce planning and organisational development**

Actively participates in the establishment of and manages the implementation of a human resources development strategic plan that supports the Organisation to achieve its goals within set timeframes and budget.

### **Policy development and implementation**

Conducts periodic reviews of human resources development policies, procedures, and practices and recommends solutions and approaches to support achievement of organisational needs and effectiveness.

### **Staffing**

Develops, implements and manages processes for recruitment, and orientation for all levels of employment in the organisation.

### **Administrative and support services**

Ensures the timely provision of a range staff administration services and other support services to facilitate the operational efficiency of the organisation.

### **Performance management and Staff relations**

Ensures the application of performance management policies and practices, to ensure staff is provided with effective feedback with

a view to increased commitment and enhanced learning and development.

### **Learning and staff development**

Develops strategies for the achievement of competencies and maximum productivity of staff, through the development and implementation of training and professional development programmes at the managerial, technical and administrative levels.

### **Leads the Human Resources/Administration Department**

Provides leadership and guidance to the Human Resources and Administration team, ensuring that activities are carried out in a highly professional and timely manner.

### **Required Education**

**Essential:** Advanced University Degree (Master's degree or equivalent) in human resources management.  
**Desirable:** Expertise in electronic management systems

### Skills

#### **Functional Skills and Knowledge**

- A thorough knowledge of human resources management models, principles and practices.
- A record of innovation in policy and program delivery, progressive management responsibilities, technical expertise in HR.
- Experience in the management of diverse skill sets of different nationalities.
- Excellent written and oral communication skills.
- Ability to conceptualize, plan and organise work requiring in-depth understanding of its strategic direction.
- Ability to respond positively to change and identify client's needs and propose appropriate solutions.

### Experience

**Essential:** Minimum of seven (7) years of professional and progressively responsible experience in human resources management and administration, of which preferably at last five (5) years in a senior managerial position.

### **Conditions of employment**

The post is at grade P4, in the salary scale EC\$77,246– EC\$92,236 per annum exempt from Income Tax. Remuneration is subject to 5 per cent National Insurance deduction.

In addition, ECTEL offers an attractive benefits package, including 27 days annual vacation; gratuity (25 per cent of base salary on satisfactory completion of contract); group life, medical and travel insurance.

Please note that ECTEL is a non-smoking Organisation.

**How to apply**

Candidates wishing to apply for this post should submit applications with detailed curriculum vitae and the names of three (3) persons from whom professional references may be obtained, via email at **[echarles@ectel.int](mailto:echarles@ectel.int)**, or to **"Human Resources Manager", Managing Director, Eastern Caribbean Telecommunications Authority (ECTEL), Vide Boutielle, P. O. Box 1886, CASTRIES, Saint Lucia.**

Applications should reach ECTEL no later than **31 January 2012.**