

VACANCY NOTICE

EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY (ECTEL)

POST OF HUMAN RESOURCE ASSISTANT

Applications are invited from suitably qualified and experienced persons for appointment to the post of **HUMAN RESOURCE ASSISTANT** with the Eastern Caribbean Telecommunications Authority (ECTEL) at its regional office located in Saint Lucia.

Under the general direction of the Human Resource Manager, the **Human Resource Assistant** shall be expected to, among other things:

- Administer activities related to recruitment, termination and employee orientation
- Provide administrative and operational support services to the HR/Administrative Department
- Maintain the Human Resource Information System
- Execute employee compensation and benefits plans
- Assist in the administration of HR plans and procedures and the development and implementation of HR policies and procedures
- Coordinate Human Resource Development activities
- Perform miscellaneous HR and Staff activities

QUALIFICATIONS AND EXPERIENCE

- Minimum of an Associates Degree in Human Resource Management, Management, Business Administration or in a related field from a recognized University.
- Minimum of one (1) year prior work experience in a human resource or administrative role.
- Training and/or certification in HRIS Platforms would be considered an asset.

SKILLS/COMPETENCIES

- Knowledge of the principles, practices and techniques of HRM.
- Some knowledge/Familiarisation of national labour laws and regulations.
- Ability to communicate effectively both orally and in writing.
- Ability to solve problems and make decisions within approved policy frameworks.
- Ability to observe and maintain confidentiality in the performance of duties
- Ability to establish and maintain effective working relationships with associates
- Ability to handle multiple tasks and competing interests
- Proactive and professionally confident
- Proficient in use of business software

APPLICATION PROCESS

Please go to the website, www.ectel.int and click on "About Us" and "Career Opportunities" or follow the link to apply
<https://ectel.bamboohr.com/jobs/view.php?id=2>

Applications should be accompanied by curriculum vitae and the names and contact information of two referees, along with certified copies of relevant certificates.

Deadline for Applications: 23rd May 2019