

## Head Human Resource Unit

Office of the Director Operations · Castries, LC

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### HEAD- HUMAN RESOURCE UNIT

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

### JOB SUMMARY

Under the leadership of the Director of Operations, the Head of Human Resources (HR) is accountable for developing and executing a Human Resource Strategy to enable the Commission's strategic agenda. The role will provide strategic direction and expertise across the Human Resource function, including Talent Acquisition, Talent & Organisation Development, Succession Planning, Change Management, Organisation Design, Compensation and Benefits and Culture. The Head of HR will be a thought leader supporting the Commission's transformation efforts by delivering effective Change Management Programmes.

The role will create an environment of trust, open communication and innovative thinking in which teams can be developed and engaged. The Head of HR will develop and lead a high-performing team capable of delivering HR goals.

### KEY DUTIES

Technical

1. Develop and implement a human resources plan that aligns with the overall mission and strategy of the organisation, resulting in innovation and adoption of best practices and policies that will assist in building a high-performing culture of accountability, transparency and collaboration.
2. Assist in the mobilisation efforts to develop and advance programmes to support the EARL strategy
3. Contribute to the overall development of the Commission's Strategic Plan
4. Drive efficiency through the timely management of the organisation's operational goals.
5. Develop and manage HR annual budget.
6. Oversee compensation practices to support the Commissions Total Reward philosophy.
7. Efficiently manage the organisation's employee performance management systems ensuring adjustments where required.
8. Partner with leaders to develop and drive the organisation's training and development plan to strengthen the internal capability to meet the demands of the business.
9. In partnership with the Leadership Team, develop and implement a Talent Acquisition strategy to attract and engage talent from Member States and diaspora.
10. Efficiently manage employee relations matters across the organisation in line with staff rules, policies, and procedures.
11. Efficiently manage employee records using the Commissions Human Resource Information System.
12. Partner with IT on HRIS and related systems, protocols, and upgrades.
13. Perform other related duties as the Director of Operations requires from time to time.

#### Leadership

1. Act as a key member of the Management Team responsible for the overall implementation of the Commission's strategic goals.
2. Act as a strategic partner and leadership coach to members of the Senior Leadership Team to strengthen their leadership brand and achieve improved performance and employee engagement.
3. Provide business partnering support to people leaders using innovative thinking and problem-solving solutions to address critical HR issues and plans.
4. Develop and articulate Human Resource policies to enable the work of the organisation
5. Develop and implement comprehensive approaches to employee development, retention, and engagement

6. Develop and guide the HR team to provide expert HR Services such as Performance Management, Talent Acquisition, Learning & Development, Engagement, Benefits, Rewards, Policy, and Compliance
7. Mediate employee relations and performance issues and provide counsel where required on appropriate methods of performance management
8. Develop and engage a high-performing team through effective coaching and leadership.
9. Proactively engage with Directors and Heads of Units to identify opportunities for continuous business improvement.
10. Lead/drive/engender/promote project management culture across the organisation
11. Develop and manage key stakeholder relationships to drive the work of the unit, including Government ministries on protocol and labour issues
12. Partner with leaders and staff of the Commission to identify and develop proactive solutions to eliminate or mitigate organisational risk.
13. Develop and maintain meaningful relationships based on trust and respect with key internal and external stakeholders to efficiently drive the HR Plan, OECS agenda and imperatives as set out in the RTB

## **EXPERIENCE AND KNOWLEDGE**

- Minimum qualification of a master's degree in a relevant discipline.
- Proven experience in developing and managing high-performing teams.
- Subject Matter expert with at least ten years of technical experience.
- Applies expert knowledge and broad understanding of multiple disciplines within technical space.
- Ability to challenge and influence at all levels.
- Strong negotiation and decision-making skills.
- Will have a keen understanding of the geopolitical landscape within which the future of the OECS will evolve.
- Solid experience managing multi-stakeholder and/or intergovernmental fora.
- Ability to analyse problems and recommend workable solutions.
- Positive and pragmatic approach to achieving results.
- Excellent written and verbal communication skills across multiple levels.

## **CORE COMPETENCIES**

- Drives with Purpose and Vision

- Build Effective Teams
- Ensures Accountability
- Communicates Effectively
- Demonstrates Decision Quality
- Creates an Environment of Trust

## **JOB LOCATION**

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Head Human Resource Unit is stationed at the OECS Commission headquarters. All nationals of OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

## **BENEFITS**

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme.

The deadline for all submissions is **21st May 2023**.

**Only applications under consideration will be acknowledged.**

**Apply for This Job**