

VACANCY

Manager – Human Resources & Administration



Our Client, the Regulated Industries Commission (RIC) is seeking to fill the position of Manager – Human Resources & Administration, to join its dedicated management team.

The Regulated Industries Commission (RIC) is an independent, statutory body established to ensure the promotion of the highest quality of utility services at fair and reasonable rates while building a credible regulatory regime that responds adequately to stakeholders concerns and also to ensure fairness, transparency and equity in the provision of utility services throughout the country.

MANAGER – HUMAN RESOURCES & ADMINISTRATION

The **Manager – HR & Admin** reports to the Executive Director and will have responsibility for the full range of Human Resource Management (HRM) policies, practices and systems and also has responsibility for Corporate Administrative Services.

QUALIFICATIONS AND COMPETENCIES

- B.Sc. Business Administration with a specialization in Human Resource Management.
- Post-Graduate qualifications in Human Resource Management and/or Business Administration would be an asset.
- Minimum ten (10) years varied managerial experience in HRM, Industrial Relations and Business Administration.
- Exceptional leadership skills including guiding teams through conflict situations and resolution of challenges.
- Excellent analytical and communication skills.

KEY LIAISONS

Internal:	Chairman and Commissioners of the RIC Commission Sub Committees, Management Team and General Staff.
External:	Ministry of Labour and Small Enterprise Development, Industrial Court, Registration Recognition and Certification Board, Legal Counsel.

MAIN DUTIES AND RESPONSIBILITIES

HR Administration

- Provides strategic leadership to the Human Resources function adhering to all RIC and industry standards, policies and regulations including health and safety policies.
- Plans, develops and coordinates programs for the deployment of HR policies and programs.
- Develops and administers the Commission's compensation and benefit plans in accordance with established policies, rules and guidelines.
- Reviews payroll activities for conformity to HR requirements.
- Develops and manages the departmental budget.

Employee and Industrial Relations

- Advises on Industrial Relations matters, meets with external Industrial Relations Consultant and attends to Industrial Relations matters in the Industrial Court when necessary and carry out decisions as directed by the Commission.

Performance Management and Development

- Designs and implements performance management systems as approved and required by the Commission.
- Conducts needs analysis and, designs and implements training plans for the Commission's employees.

Recruitment and Selection

- Leads and manages the recruitment and selection process ensuring optimum staffing levels, in accordance with RIC policies.

Culture and Change Management

- Leads in the planning, implementation and coordination of organizational change strategies, initiatives, goals and objectives.
- Promotes a culture of transformation, high performance and continuous improvement.
- Takes action to ensure change initiatives are embedded in all organisational systems and processes.

Administrative Support

- Maintains Purchasing Policies and enforce compliance.
- Participates in negotiations for contract terms regarding RIC's out-sourced services and monitor contractors' performance.
- Provides leadership and guidance to other support services inclusive of:
 - Facilities Management
 - Front Office Operations and Services
 - Security Services
 - Janitorial Services
 - Messenger/Driver Services
 - Hospitality Services
 - Office supplies and Stocks Control



Applications should be submitted by: **Friday 13th November, 2020** with résumé and subject line **RIC- Manager HR & Admin** to: **Ulric Warner -Email: jobs@peoplesolutionsplus.com** We thank all applicants for their interest but advise that only suitably qualified applicants will be contacted.