



ABSSB VACANCY NOTICE

The Antigua & Barbuda Social Security Board (ABSSB) invites applications for the position of Human Resources Manager (HRM).

This is an executive level position that will have oversight for the direction and coordination of all human resources (HR) activities in accordance with the ABSSB's policies and the labour laws of Antigua & Barbuda. The successful candidate will develop and implement HR strategies that best reinforce the goals and objectives of the ABSSB to further enhance a high-performance culture that sustains an environment of mutual trust between management and employees and the ongoing development of a superior workforce.

REQUIRED ESSENTIAL SKILLS

- An outstanding knowledge of the Microsoft Windows environment and a proven proficiency in Human Resources Information Systems (HRIS)
- Sound knowledge of best practices in Occupational Health and Safety
- Comprehensive knowledge of the Antigua & Barbuda Labour Code (Cap. 27)
- Proven mediation and negotiation skills
- Proven abilities in problem solving and conflict resolution
- Proven abilities leading a high performing team
- Excellent communication; both written and oral
- Excellent organizational management
- Experience in the administration of employee training, benefits and compensation

PRIMARY RESPONSIBILITIES

- Provide effective Human Resources Management inclusive of overseeing the operations of the HR department
- Effectively manage the ABSSB's Performance Appraisal System
- Effectively manage the training needs of the ABSSB
- Maintain an employee-oriented organizational culture
- Monitor the work conditions of the ABSSB to be in keeping with Occupational Health and Safety requirements
- Prepare annual Human Resources work plan and budget in accordance with ABSSB goals and objectives

QUALIFICATIONS

A Master's degree in Human Resources Management, Business Management or other related field with a minimum of five (5) years experience in a similar position; or

A Bachelor's degree in Human Resources Management, Business Management or other related field with a minimum of 7 years experience in a similar position

Interested persons should submit a cover letter and detailed curriculum vitae/resume with three references no later than May 31, 2017 to:

The Director
ABSSB
P.O. Box 1125
St. John's, Antigua

or via email to: socsec@socialsecurity.gov.ag, Subject: ABSSB HRM vacancy.

Only suitable applicants will be acknowledged