

## JOB DESCRIPTION

<b>JOB TITLE</b>	Human Resources Officer
<b>LOCATION</b>	Kingston
<b>DEPARTMENT/UNIT</b>	People Operations
<b>REPORTS TO</b>	Manager – Talent Acquisition
<b>DIRECTLY SUPERVISES</b>	-
<b>INDIRECTLY SUPERVISES</b>	-
<b>TERMS</b>	Permanent <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>

### Job Summary

The Human Resources Officer's main responsibility is to provide support to the Bank's Talent Acquisition function. The incumbent will also provide support to the Talent Development function in cases of specialized assignments and/or projects when directed.

### Essential Duties and Responsibilities

1. Assists with the operational aspects of talent acquisition.
2. Conducts interviews as directed by the Talent Acquisition Manager and ensures that all prerequisites are satisfied before on-boarding of new recruits.
3. Actively assists with new hire on-boarding as directed by the Talent Acquisition Manager.
4. Assists with background and other related screening checks to ensure optimum credibility of new recruits.
5. Prepares job vacancy notices to be shared internally and external to Bank.
6. Maintains a robust database of applications to be kept for current and future hiring needs.
7. Gathers and organizes data and statistics as required and prepares the relevant reports as directed (turnover/attrition, new hires, time to hire, etc).
8. Participates in job fairs or external activities when required.
9. Assist with the periodic review of the recruitment process and makes recommendations for improvement when necessary.
10. Assist the Talent Development Manager with training logistics from time to time.
11. Review audit queries and provide appropriate responses/recommendations.

12. Contributes to the efficiency and improvement in operations of the Human Resources Unit through active participation in meetings, the development and management of internal operational procedures and implementation of agreed approaches to organizational issues.
13. Undertake all such other duties and responsibilities as may be assigned by Management from time to time.

### **Essential Education and Experience**

- Bachelor's degree or equivalent in Human Resources/Management with one (1) year's experience in a related role
- Diploma or equivalent in Human Resources/Management with three (3) years of experience in a related role

### **Desirable Qualification**

- Specialized training in Human Resources administration, HRMIS use and HR Service Delivery
- Certification from a recognized professional HR body

### **Knowledge/Skills and Abilities**

- Working knowledge of employment laws and regulations
- Working knowledge of labour market trends and needs
- Sound knowledge of the Bank's culture
- Proficient in the use of Microsoft suite of products
- Operational knowledge of a Human Resources Management Information System would be an asset.