



# **VACANCY NOTICE**

Applications are invited from suitably qualified persons for appointment to the post of **Human Resource Manager** within the **Eastern Caribbean Supreme Court, Headquarters, Castries, Saint Lucia.**

## **JOB DESCRIPTION**

**JOB TITLE** : Human Resource Manager  
**REPORTS TO** : Chief Justice  
**CLASSIFICATION** : MPP 7

### **A. DUTIES AND TASKS**

The successful applicant is required to perform the following duties among others:

1. Plan, develop, organize, implement, direct and evaluate the Court's human resource function and its performance.
2. Participate in the development of the Court's plans and programs as a strategic partner but particularly from the perspective of the impact on people.
3. Translate the strategic and tactical business plans into HR strategic and operational plans.
4. Evaluate and advise on the impact of long-range planning of new programs/strategies and actions as those items impact the attraction, motivation, development and retention of the people resources of the Court.
5. Develop staffing strategies and implementation plans and programs to identify talent within and outside the Court for positions of responsibility. Identify appropriate and effective external sources for candidates for all levels within the Court.
6. Develop progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance.
7. Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for

- preparing employees for more significant responsibilities and general business development programs to enhance employee knowledge and understanding of the business of the court and relevant software.
8. Continually research and assess the competitiveness of all programs and practices against relevant comparable organizations to determine best practice.
  9. Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.
  10. Develop appropriate policies and programs for effective management of the people resources of the Court.
  11. Enhance and/or develop, implement and enforce human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation. In particular, manage the HRIS and necessary reports for critical analyses of the HR function and the people resources of the court.
  12. Manage other areas such as employee communication, employee safety and health and wellness relations.
  13. Manage the budget and other financial measures of the Human Resources Department.
  14. Continue improving the programs, policies, practices and processes associated with meeting the strategic and operational people issues of the organization.
  15. Evaluation of the human resource department structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
  16. Administers salaries and benefits for the judges, management and staff of the Court's Headquarters.
  17. Accomplishes all tasks as appropriately assigned or requested.

**B. SKILLS, KNOWLEDGE AND ABILITIES**

The successful applicant's skills, knowledge and abilities should include:

1. Professionalism
2. Demonstrated supervisory management ability
3. Demonstrated ability to communicate effectively both orally and in writing.
4. Strong leadership skills
5. The ability to plan strategically with sound judgment
6. Excellent interpersonal skills
7. Tact and diplomacy
8. Excellent facilitator and mediator
9. Knowledge and ability to interpret relevant labour legislation
10. Knowledge of public service procedures and regulations
11. The ability to work at a high pace and for long hours to complete tasks
12. The ability to deal with crisis or work pressure

13. The ability to effectively negotiate and tactically respond to staff demands
14. The ability to develop and implement interventions to address unforeseen developments.

**C. QUALIFICATIONS AND EXPERIENCE**

This position requires a Master's Degree or equivalent in Human Resource Management or related discipline plus five (5) years relevant work experience or training OR the equivalent combination of education and experience. The incumbent should also have professional level training and working knowledge in:

- a) Human Resource Information Systems
- b) Personnel management
- c) Industrial relations
- d) Job development and classification
- e) Team building
- f) Labour laws
- g) Corporate communication
- h) Compensation systems
- i) Customer services

**D. REMUNERATION**

Salary shall be commensurate with the successful applicant's qualifications and experience.

Completed employment **application form**, together with a **cover letter**, **curriculum vitae (CV)**, **two [2] written reference letters** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary  
Judicial and Legal Services Commission  
Eastern Caribbean Supreme Court  
2<sup>nd</sup> Floor, Heraldine Rock Building  
P.O. Box 1093  
The Waterfront, Castries  
Saint Lucia, West Indies.

To arrive no later than **Monday, 31<sup>st</sup> December 2018**.

**NB:** Application forms may be downloaded at the Court's Website ([www.eccourts.org](http://www.eccourts.org)). Applications may also be submitted via email to [jisc@eccourts.org](mailto:jisc@eccourts.org). Incomplete applications will not be considered. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.