

# **JUDICIAL AND LEGAL SERVICES COMMISSION**

## **VACANCY NOTICE HUMAN RESOURCE OFFICER**

Applications are invited from suitably qualified persons to fill the position of **Human Resource Officer, Eastern Caribbean Supreme Court.**

### **[1] Duties and Responsibilities**

Reporting to the Chief Justice through the HR Manager, the successful applicant will be required to:

1. Research HR issues which are required from time to time.
2. Undertake special HR projects as they are assigned.
3. Prepare recommendations for employment.
4. Prepare employment contracts, offer and appointment letters.
5. Facilitate the employee conflict resolution process.
6. Assist with conducting training needs assessment.
7. Coordinate social activities and wellness programs.
8. Assist with the preparation of training plans in consultation with the JEL.
9. Provide assistance to the HR Manager on the training and orienting of new and existing staff.
10. Assist with the preparation of the annual Work Program and budget.
11. Assist in any other duties of the HR Manager when the need arises.
12. Process insurance claims, enrolment forms and conducts reconciliation of Insurance account.
13. Perform any other related duties assigned from time to time.

### **[2] Qualifications and Experience:**

This position requires:

1. The equivalent of a Bachelor's Degree in Management or Human Resource Management. Applicants should also have specialized training and working knowledge in:
  - IT applications for HR administration.
  - Personnel management.
  - Industrial relations.
  - Team building.
  - Customer service.
  - Employee welfare plans.

2. A minimum of two (2) years of relevant work experience in a similar environment. Ideally from any one or a combination of the following:

- A court
- Commercial operations.
- Large corporations.
- A law firm.
- A regional or sub-regional organization.
- Public Service

Experience in the conducting of compensation surveys, and the application of Information Technology to the personnel function, would be a distinct asset.

### **[3] Competencies and Skills**

The officer's competencies and skills should include:

- [i] Knowledge of and ability to interpret relevant labour legislation,
- [ii] Knowledge of public service procedures and regulations;
- [iii] Ability to recommend and implement effective personnel procedures;
- [iv] Experience with the administration of medical and life insurance and superannuation schemes;
- [v] Familiarity with the application of information technology to HR practices;
- [vi] Experience in implementing performance appraisals;
- [vii] Ability to communicate effectively and to work with staff at all levels.

### **[4] Remuneration**

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

Applications should be submitted under confidential cover, with full curriculum vitae and letters of reference from three referees, to:-

The Secretary  
Judicial and Legal Services Commission  
P. O. Box 1093  
The Waterfront  
Castries  
**Saint Lucia, WI**

to reach her no later than **March 31, 2010.**