



National Infrastructure Development Company Limited

EMPLOYMENT OPPORTUNITY:

The National Infrastructure Development Company Limited (NIDCO) is a Special Purpose State Enterprise established by the Government of the Republic of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is inviting applications for the following position:

SENIOR HUMAN RESOURCE OFFICER

JOB SUMMARY

This position is responsible for performing and assisting in development of HR strategies, projects and initiatives such as developing and implementing policies, and procedures throughout the Organization. Assist in the process of talent management, HR Reports, performance management and other administrative HR functions. As well as, providing support to the HR Manager and Line Managers through collaborative relationships.

DUTIES AND RESPONSIBILITIES

- General consultancy services to Managers and staff on HR functional issues of – planning and staffing, performance management and development, employee and labour relations, compensation and benefits, health, safety, welfare and security, systems and information management, organizational design and development, learning and development.
- Ensure the timely and accurate processing of monthly payroll.
- Technical guidance and interpretation of HR principles, policies, procedures and practices to staff.
- Assist in the development of strategies for improved customer service and programme efficiency and effectiveness.
- Assist with employee relations.
- Project manages the implementation of HR initiatives.
- Presentation of needs and recommendations from data findings, which can be used to develop HR solutions
- Provide consultation to all levels of staff on employee and work related issues, career development, employee welfare services.
- Arrange for and conduct staff training.
- Advise employees on work matters, career development, personal problems, industrial matters, and organize employee welfare services, and social activities.
- Performs special assignments and other related duties as required.

WORKING RELATIONSHIPS

- Reports to the Human Resource Manager
- Works closely with Line Managers and stakeholders..

SKILLS AND ABILITIES

- Knowledge of Labour Laws and HR best practices.
- Knowledge in Performance Management monitoring and reporting.
- Excellent communication skills (verbal and written).
- Demonstrated level of tact and diplomacy in addressing complex matters.
- Excellent time management skills and tracking of work schedules.
- Sound knowledge of conflict resolution.
- Ability to work with all levels of staff.
- Knowledge of HRIS/Payroll systems
- Strong presentation skills.
- Proficient in Microsoft Office Suite.

QUALIFICATIONS, EXPERIENCE AND TRAINING

- A Bachelor's Degree in Human Resource Management, Business Administration or Management.
- Certification in labour Laws or Alternative Dispute Resolution.
- Minimum of 3-5 years in human resources or a similar position.
- A suitable combination of qualifications and experience shall be considered.

THE HUMAN RESOURCE DEPARTMENT

National Infrastructure Development Co. Ltd (NIDCO)
The Atrium – Don Miguel Road Extension, San Juan
Trinidad, W.I.
E-mail: hr@nidco.co.tt

CLOSING DATE FOR RECEIPT
OF APPLICATIONS IS
Monday 6th May 2019.

Unsuitable applications will not be acknowledged.