



Applications are invited for the post of: Human Resources Manager

Post holder will deliver assistance to the Chief Human Resources Officer in providing comprehensive Human Resources (HR) guidance, advice and support to Senior Managers, Heads of Sections, and employees on HR matters.

Principal Accountabilities: (see JD for full review)

- Assist the Chief Human Resources Officer by providing professional advice, guidance, and services to employees and the organization in all areas of Organizational Development, Human Resource Management, Employee Relations, and Personnel Administration.
- Prepare and process various HR correspondence, including employment agreements, change of circumstance forms, pension forms, job references, acting and duty appointment letters, transfers, acceptance of resignation/retirement, maternity/paternity letters, etc.
- Support the Chief Human Resources Officer in the recruitment and selection processes, which includes updating job descriptions, composing job advertisements, liaising with candidates and panel members, assisting with shortlisting and pre-employment testing, scheduling and conducting interviews, preparing packages for the panel, generating panel reports, arranging medical exams, conducting background checks, and notifying both successful and unsuccessful candidates.
- Complete assigned reporting tasks, such as maintaining attendance statistics and other related information as directed.
- Assist in managing the organization's Performance Management system.

Qualifications, Experience, and Skills: (see JD for full review)

- The ideal candidate must possess a Bachelor's Degree in HR Management or Business Administration with a minimum of five (5) years of relevant experience OR an Associate's Degree/Professional HR Certification with a minimum of seven (7) years of post-graduate experience in an HR or administrative environment.
- The candidate must have a solid working knowledge of HR operations in a medium to large-sized organization and the ability to address and resolve a wide range of HR issues. The candidate must also demonstrate:
 - Strong supervisory and organizational skills.
 - Meticulous attention to detail when handling and recording documents.
 - A high level of personal and technical communication skills.
 - The ability to bring integrity and impartiality to all tasks while maintaining strict confidentiality, exercising discretion, and showing courtesy.
 - Proficiency in using HR software to record data and generate reports essential for managing and making business decisions.
 - The ability to interpret and apply laws and regulations impacting the HR function of the organization.
 - Proven written and analytical skills, with experience using Microsoft Office.

The NRA provides a competitive compensation package, which includes pension and health insurance benefits. The salary range for this position is **CI \$75,228 – CI \$101,160**, based on qualifications and experience. The NRA application form and detailed job description (JD) can be accessed online at www.caymanroads.com. Interested Caymanian applicants are invited to submit their completed application form and resume in confidence by **January 24th, 2025**, to:

Attn: Chief HR Officer | Ref: HR Manager Recruitment | National Roads Authority | P.O. Box 10426, Grand Cayman, KY1-1004 | Email: shena.ebanks@nra.ky