



T. A. MARRYSHOW COMMUNITY COLLEGE

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VACANCY FOR HUMAN RESOURCES MANAGER

The T. A. Marryshow Community College invites applications from suitably qualified persons to fill the position of **Human Resources Manager**.

Job Description

The Human Resources Manager will be responsible for:

- Providing leadership and support to the Management Team in respect of policy formulation for strategic human resource development and management
- Assisting in the development of the terms and conditions of service, compensation packages, performance management systems for different classes of workers
- Reviewing existing personnel structure and staffing complement within departments
- Coordinating the job audit, job redesign and classification of current administrative, professional and staff positions
- Coordinating the development of a Human Resource Development Plan
- Developing human resource management policies and procedures in collaboration with the relevant stakeholders in the college community
- Other duties and responsibilities related to the Human Resource Management function

EDUCATIONAL & EXPERIENCE REQUIREMENTS:

- At minimum a Master's degree in Human Resources Management or Management Studies
- At least five (5) years of experience at a managerial level
- Experience as an HR practitioner in a higher education environment will be considered a major asset

KNOWLEDGE/ABILITIES/SKILL REQUIREMENTS:

- Knowledge of the Public Service Commission regulations as they relate to both teachers and non-teaching staff.
- Considerable experience working with collective bargaining units and labour relations
- Demonstrable experience in the development of pension plans and compensation packages
- Demonstrable experience in job evaluation and job classification
- Excellent interpersonal and conflict resolution skills
- Excellent oral and written communication skills.
- An ability to work in a collaborative manner with all stakeholders

Deadline

Suitably qualified persons are asked to submit an application and a curriculum vitae via email to the address hrdept@tamcc.edu.gd by **January 15, 2024**.