



T.A. MARRYSHOW COMMUNITY COLLEGE

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VACANCY

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

The holder of the post is directly responsible to the Human Resources Manager

Job Description

1. To assist in the development, implementation, monitoring and evaluation of human resource development policies at the College;
2. To assist with posting job vacancies and scheduling job interviews for recruitment;
3. To assist with carrying out assessments and analyzing the training needs of employees at different levels of the institution by the identification of skills deficiencies and performance shortfalls. This should be done in collaboration with Heads of Departments and stakeholders.
4. To assist with the facilitation and delivery of training sessions and workshops to employees in order to promote effective learning that are in tandem with the institution's goals and objectives.
5. To assist with the assessment of the effectiveness and success of training programmes through evaluations, surveys and feedback as well as analyse training outcomes and make recommendations for improvements.
6. To assist in identifying and co-ordinating opportunities for professional development with a view to enhancing the skillset of employees in relation to employee developmental plans.
7. To assist with the maintenance of employee records, personnel files, attendance files and benefit information.
8. To assist in the facilitation of in-service training in accordance with identified needs of the College;
9. To assist in the development and monitoring of programs designed to improve the employee relations within the College;
10. To assist in assessing personnel requirements in the schools and various Department of the College;
11. To assist in monitoring and evaluating the performance management system adopted by the College;
12. To assist in employee relations such as responding to employee enquiries and grievances, and with the co-ordination of employee recognition programmes;
13. To assist in the publicising and processing of local, regional and internationally run training programs;
14. To undertake any other related duty that may be assigned from time to time.

Qualifications & Experience Required:

- At minimum a Bachelor's degree in Human Resource Management/Social Science from a recognized Institution
- At least 2 years of experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Possess a high level of confidentiality in handling sensitive information.
- Excellent customer service to assist employees with questions and concerns related to HR policies and procedures.
- Possess a high level of organisation skills with the ability to manage multiple tasks, prioritise deadlines and maintain accurate records.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Proficient in using various software, including Microsoft Office, HR software and databases.
- Strong interpersonal skills and the ability to build and maintain positive relationships with employees, management and external parties.

Deadline

Interested persons are asked to submit a résumé to the email address **marvab@tamcc.edu.gd**

The deadline for applications is **Friday August 4, 2023.**