



Human Resources Officer

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

Ranked Among the Best

Only Caribbean University Ranked Among BEST IN THE WORLD



- ▶ CARIBBEAN'S #1
- ▶ WORLD'S TOP 1.5 %
- ▶ LATIN AMERICA'S TOP 20
- ▶ WORLD'S GOLDEN AGE TOP 100
- ▶ IMPACT RANKINGS 2.5%

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, *UWI Today* and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

About the Human Resources Division

The Registry is the information and administrative center of the St Augustine Campus and continuously pursues a process of realigning itself to respond more effectively to the needs of its various customers. The Registry is headed by the Campus Registrar, who is the Campus's Chief Administrative Officer.

The Human Resource Division is a section within the Office of the Campus Registrar and is headed by a Director, Human Resources.

The HR Division is responsible for the full spectrum of human resource activities and initiatives geared towards enabling the Campus in the pursuit and achievement of its objectives. These include:

- Attracting, recruiting, engaging, developing, and retaining a cadre of qualified and motivated employees; and
- Fostering a caring, positive and professional work environment conducive to teaching and learning.

The successful candidate would be expected to play a key and active role in the development and implementation of these initiatives and activities.

Tenure of Appointment

Appointment as Human Resources Officer will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Further details may be obtained from the Campus Registrar, The University of the West Indies, St. Augustine, Republic of Trinidad and Tobago.

Human Resources Officer

Qualifications and Experience

The successful candidate must possess a Bachelor's degree from a recognized university, which should be in Social Sciences, Psychology or a closely related field.

Candidates should also possess:

- At least five (5) years' experience in a similar position
- At least three (3) years' experience operating at a supervisory level
- Proficiency in the use of MS Office

Candidates with the following would have an advantage:

- HR certification such as PHR or SHRM-CP
- Experience operating within a unionized environment
- Knowledge of HR and Talent Assessment and Talent Management strategies

The following would be considered assets:

- Knowledge of HR policies and practices in Higher Education
- Knowledge of job evaluation – HAY Methodology
- Knowledge of local labour laws and regulations

Special Responsibilities

- Supervising a team of human resource professionals including coaching and advice, training, performance management, etc.
- Overseeing the recruitment and selection of assigned staff groups
- Administering and interpreting employee selection tools and assessments including Psychometric assessments, ability tests etc.
- Overseeing the development and maintenance of Job Descriptions and Specifications
- Leading the effective administration of the Performance Management policies and procedures for assigned staff groups, ensuring compliance
- Reviewing gaps identified in performance appraisals for assigned staff groups and making recommendations for development interventions
- Leading the development and execution of annual training plans, and evaluation of training interventions
- Administering Talent and Succession planning initiatives
- Providing support on organizational and staff development initiatives and programs including Coaching and Mentoring programs
- Reviewing, approving, and administering recommendations and requests for temporary staff allowances, acting appointments, temporary assignments, and promotions
- Preparing and presenting of papers to the ATSS Committee for approval
- Overseeing the preparation of relevant staff letters and notifications including changes to employment terms letters, promotion letters, payroll notifications, memos, payment vouchers etc.

- Leading the conduct of the job evaluation process
- Ensuring the administration of staff exit procedures including conducting exit interviews
- Participating in drafting of HR policies, procedures, and programs in support of HR strategies and processes
- Advising on the application of human resource policies, procedures, and programs
- Participating in the reviews/audits of human resource systems and processes and makes recommendations for improvement
- Preparing and submitting reports as and when required

Personal Attributes

The Campus places high priority on individuals of integrity who are client focused and can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Be attentive to detail
- Display organizational awareness
- Exhibit strong ethical standards
- Have good problem solving abilities
- Have excellent organizational and time management skills
- Be able to foster relationships with various stakeholders
- Be able to manage conflict
- Be able to manage resources to achieve planned goals
- Be continuous learners

Remuneration Package

Annual Salary Range:

Level I:

Minimum: TT\$ 185,880.00 per annum

Maximum: TT\$ 232,836.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%
- Group Life Insurance Scheme

*The Registry
St. Augustine
File # 67/173 I
2023 March
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