



## EASTERN CARIBBEAN CENTRAL BANK

### VACANCY

#### Director, Human Resource Department

Suitably qualified citizens of member territories of the Eastern Caribbean Currency Union (ECCU) are invited to apply to fill the post of **Director, Human Resource Department**, at the Eastern Caribbean Central Bank, headquartered in Basseterre, St Kitts. The successful applicant will be based in St Kitts and will be hired initially on a **two (2) year contractual engagement**.

All applicants must submit applications and supporting documents to email address: [governor@eccb-centralbank.org](mailto:governor@eccb-centralbank.org).

#### APPLICANTS MUST HAVE

- A Post-Graduate Degree or equivalent in Human Resource Management or Business Management and/or Organisational Development;
- At least 10 years of experience in a leadership position within a Human Resource environment;
- Knowledge of employment law, compensation management, organisational planning, organisation development, employee relations, safety, training and preventative labor relations;
- Ability to foster a collaborative environment;
- Active affiliation/membership with appropriate Human Resource networks and organisations;
- Strong effective communicator in writing, business presentations and interpersonal communications;
- Demonstrated ability to lead and develop Human Resource staff members;
- Demonstrated ability to provide sound advice to the Executive Management team that provides leadership and direction;
- Excellent computer skills in a Microsoft Windows environment;
- Excellent organisational skills.

#### DUTIES

The successful candidate will be directly responsible to the Executive Management of the Bank, for the proper performance of his/her duties, which will include:

- Partnering with the organisation to identify key talent management initiatives such as leadership development, talent/performance management, change management, workforce and succession planning, and coaching;
- Developing and implementing HR initiatives in line with organisational objectives;
- Analysing the effectiveness of all human resource investments, both financially and strategically (supportive of the Bank's strategic priorities);
- Liaising directly with the executive management team and being accountable for the performance of the HR function, as well as providing strategic counsel on all staff matters;
- Leading the implementation of the HR strategy to facilitate the strategic directions of the Bank;
- Proactively identifying, developing and implementing improvements to systems and procedures to enhance service efficiency, inclusive of applicant tracking, onboarding and career counselling;
- Managing the overall execution of the Bank's benefits and compensation package;
- Supporting line management in coaching, counselling, forecasting and planning talent pipeline, and leading and empowering the Recruiting team to identify a pool of well qualified candidates;
- Conducting investigations and recommending the course of action to best balance the needs of stakeholders in a legally compliant manner;
- Working with managers and other **HR** leaders to implement employee training and development, manage its delivery, and ensure career pathing.

#### SALARY

Salary will commensurate with qualifications and experience.

#### The following documents must be submitted:

- Curriculum vitae
- **Two (2)** original letters of reference
- **Certified** copies of certificates
- Official transcripts
- A recent original or certified copy of Criminal Record /Police Certificate of Character

#### The application form and supporting documents must be sent to: Director

##### Human Resource Employment Application

Governor's Office

ECCB

PO Box 89

BASSETERRE

St Kitts

To reach no later than **31 August 2018**

- Notes: **1. Only candidates shortlisted for the selection process will be contacted;**  
**2. Shortlisted candidates will be required to undertake various assessments.**