



DOMINICA STATE COLLEGE JOB VACANCY

Applications are invited for the position of:

HUMAN RESOURCE MANAGER

JOB SUMMARY:

The Human Resource Manager is responsible to the Board of Governors through the President for the general coordination and management of all administrative activities related to the college's faculty and staff. In particular, the HR Manager is responsible for staff recruitment, staff orientation and induction, staff retention policies, developing, analyzing and updating the college's employment contracts and remuneration packages and ensuring all HR policies of the college are applied consistently.

DUTIES & RESPONSIBILITIES

The Human Resource Manager is responsible for all aspects of the Dominica State College's human resource coordination, oversight and organization to include:

1. Managing the staffing process, including recruiting, interviewing and hiring.
2. Developing training materials and performance management programs to help ensure employees understand their job responsibilities.
3. Developing and administering human resources plans and procedures that relate to the college's faculty and staff.
4. Creating and revising job descriptions.
5. Maintaining and revising the college's handbook on policies and procedures related to staff.
6. Developing, analyzing and updating the college's salary budget.
7. Reviewing, updating and managing the contractual terms and conditions of all levels of contracts provided by the college to its employees.
8. Monitoring tenure periods and contract expiration dates and making recommendations for employment status of faculty and staff.
9. Conducting performance and salary reviews.
10. Designing and implementing employee retention strategies.
11. Assisting and supporting staff in working through issues related to employee relations.
12. Maintaining the college's directory and organizational chart.
13. Overseeing exit interviews.

QUALIFICATIONS

1. Bachelor's degree in Human Resource Management or related field. (Master's degree would be an asset)
2. Professional certification in Human Resource Management.
3. At least 3 years of experience in human resource management or organizational performance.

SKILLS & ABILITIES

1. The Manager must be able to:
 - Liaise and negotiate with a range of people, internal and external to the college
 - Impart and display high levels of personal conduct, integrity and professionalism
 - Ensure the provision of excellent service to the college and community
2. The following management skills are necessary:
 - Innovate and manage continuous improvement in the HR function
 - Coordinate, monitor and report on multiple projects
 - Predict and manage issues
 - Manage competing priorities and meet multiple deadlines

Interested individuals should submit completed application with:

- Signed cover letter
- Curriculum vitae

TERMS OF APPOINTMENT

This appointment will be a one (1) year contractual appointment.

The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the college.

To:

THE CHAIRMAN OF THE BOARD
DOMINICA STATE COLLEGE
STOCK FARM
P.O. 2066
ROSEAU
Or email: chairman@dsc.edu.dm

DEADLINE FOR RECEIPT OF APPLICATIONS IS 4.00pm on MARCH 31st 2024.

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED AND REQUIRED TO PROVIDE CERTIFIED COPIES OF TRANSCRIPTS AND CERTIFICATES AND TWO LETTERS OF REFERENCE FROM INDIVIDUALS WHO CAN ATTEST TO ABILITIES AND PERFORMANCE TO INCLUDE ONE REFERENCE LETTER FROM A CURRENT OR PAST EMPLOYER.