



DOMINICA AGRICULTURAL INDUSTRIAL AND DEVELOPMENT BANK

Announcement of Vacancy

Applications are invited from suitably qualified persons for the position of:

SENIOR MANAGER, HUMAN RESOURCE & ADMINISTRATION

The Senior Manager, Human Resource and Administration is responsible for the effective management of the human resource functions of the Bank. To contribute to the Human Resource Department's goals, objectives and systems. To facilitate the planning, organizing and controlling the activities and actions of the Human Resource Department. To develop an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development and high performance. To develop, review and implement new and existing human resource management policies. To ensure the effective and efficient procurement of assets. To ensure the adequacy of third party administrative functions and services.

Main Responsibilities

- To manage the recruitment, selection and orientation programme of the Bank;
- To manage the performance appraisal system;
- To develop and implement an annual training plan;
- To ensure accurate and efficient management of payroll and other staff benefits;
- To lead and conclude negotiations with the respective unions while maintaining a cordial relation between management and union;
- To maintain the health and welfare of employees and safety of all who comes to the Bank;
- To manage the administrative functions of furniture and fixtures of the Bank;
- To liaise with third party service providers.

Education and Experience

- Master's Degree in Human Resource Management, Business Administration or Management with emphasis in Human Resource or a related field;
- Five years' related experience in Human Resource Management.

Knowledge and Skills

- Ability to present information to top management and/or the Board of Directors;
- Strong time management skills, ability to work under pressure to deadlines and ability to prioritize tasks;
- People oriented and results driven;
- Knowledge of human resource systems and databases;
- Ability to architect strategy along with leadership skills;
- Excellent active listening, negotiation and presentation skills;
- Competence to build and effectively manage interpersonal relationships at all levels of the company;
- Excellent customer service skills;
- In-depth knowledge of labour law, industrial relations and human resource best practices;
- Proven leadership, motivational and mentoring skills;
- Ability to negotiate and think unilaterally;
- Knows and applies solid evidence-based approaches to staff recruitment and retention, in a way that is flexible and appropriate to the level of the job;
- Ability to coordinate and network effectively;
- Demonstrates high level of integrity, transparency and honesty, and must be able to maintain confidentiality.

Compensation Package

A competitive salary and benefits package commensurate with qualifications and experience will be offered to the selected candidate. The position will be on a contractual basis.

**Apply
Today!**
Contact us:



Phone
1-767-255-9431 | 1-767-275-3176



E-mail
saudia.cyrus@aidbank.com

Application accompanied by Curriculum Vitae with at least three (3) references should be submitted no later than May 30, 2022 to Ms. Saudia Cyrus at saudia.cyrus@aidbank.com