



## ANGUILLA FINANCIAL SERVICES COMMISSION

### EMPLOYMENT OPPORTUNITY

#### **HEAD OF HUMAN RESOURCES (PART TIME) – FINANCIAL SERVICES COMMISSION**

Applications are invited from suitably qualified persons to fill the part-time post of Head of Human Resources with the Financial Services Commission. The successful applicant will be expected to work 20 hours per week. These hours are flexible and the selected candidate will have the benefit of working during office hours on any workday in a manner that best suits them.

The key duties of the post include:

- Conduct all administrative functions pertaining to staff recruitment;
- Assist in training and developmental programs through supervisors to address personal, professional and organizational needs including succession planning;
- Liaise with supervisors to ensure effective operation of the performance management system and timely conduct of the semi-annual and annual performance appraisals, etc;
- Promote employee health and safety throughout the Commission;
- Serve as a resource centre to management, supervisors, employees on matters relating to human resource rules, policies and procedures (including performance management, discipline and labor relations);
- Assist in the maintenance of the Staff Manual and implement new policies as approved by the Board;
- Lead staffing disputes/conflicts resolutions. Maintain all personal files/records and that confidential records are protected.
- Perform other related Human Resource duties and functions as are necessary or required of an HR function.

Preferred Qualifications for Applicants:

- Degree in Human Resource Management, Law or equivalent qualifications or Human Resource Proficiency certification.
- At least five years working experience in human resources including two years at a managerial level.

Page 2

Job Vacancy – Post of Head of Human Resources

A competitive salary will be offered based on qualifications and experience.

Persons interested in the position should send their letter of application and resume, together with a sample of a report or document drafted by the applicant (not to exceed 10 pages), by the deadline of **31 January 2022** to:

Director  
P.O. Box 1575  
The Valley  
Anguilla

Persons also should send a copy of their application to the Labour Commissioner, Mrs. Joanne Hodge at the Labour Department, The James Ronald Webster Building, The Valley, Anguilla.