

The Central Bank of Trinidad and Tobago (CBTT), invites applications for the position of **Assistant Manager, Human Resources**. CBTT is widely respected as a monetary policy authority and guardian of financial stability grounded in international best practices. As a knowledge-based institution, the Central Bank provides visionary and dynamic leadership and works to position Trinidad and Tobago as the financial centre of the region.

CBTT CULTURE

CBTT strives for a culture that fosters trust and exemplifies its Core Values. The Bank's dynamic workplace will challenge and motivate you to be your best while providing opportunities for career growth and professional development.

WHAT YOU WILL DO

Under the direction of the Senior Manager HR and Manager HR, you will assist with aligning human resource policies and practices to global standards and to the Bank's business needs. You will be highly confidential, authentic, driven and able to make sound and mature judgment calls. Your role will be accountable for:

HR Strategy

- Working as part of the HR leadership team to align HR practices with business goals to support the organisation's success and in the development, review and implementation of HR policies and procedures.
- Analysing trends and metrics to develop solutions, programmes and policies; staying up to date with HR best practices and industry trends, seeking opportunities to enhance HR programmes and processes.
- Driving and supporting HR projects and continuous improvement initiatives.

Staffing

- Designing talent acquisition strategies and leading recruitment efforts to meet staffing needs.
- Providing guidance and input into department and business unit restructures, manpower, career and succession planning.

Talent Management

- Partnering with management to grow the human resource capacity of the Bank, build staff versatility and a high performing workforce.
- Aligning business objectives with training programmes to cultivate a high-performance culture.
- Monitoring, evaluating and reporting on productivity metrics that inform performance interventions and process improvements.

Employee and Industrial Relations

- Partnering with management, staff and workers' representatives to resolve conflicts and maintain a positive employee relations climate and work environment.
- Providing support for the collective bargaining and industrial relations processes.
- Leading initiatives related to culture, change management and staff engagement.

Compensation and Benefits

- Ensuring the effective administration of the Bank's compensation system, employee and retiree benefits; analysing trends and developments to inform changes as appropriate.

Manager, Coach, Mentor

- Providing oversight, direction and assigning responsibilities to HR staff.
- Supporting annual budget and work programme preparation; strategic project management and monitoring execution vis-à-vis approved budget and plans.

QUALIFICATIONS:

- A first Degree in Human Resources, Management Studies, Business Administration or a related field.
- At least 10 years of relevant experience, including 5 years at a senior level.
- Knowledge of industrial relations and Trinidad and Tobago labour laws and practices.
- A proven track record in general human resource management with experience in managing HR systems and tools, benefits administration and industrial relations.
- Change management training and experience.

SKILLS YOU WILL NEED:

- Excellent relationship building, interpersonal, oral and written communication skills.
- A knack for being resourceful and analytical with strong critical thinking and problem-solving skills.
- Proficiency with Microsoft Office applications and Human Resource Information Systems.
- Good time management skills with the ability to thrive in a dynamic environment.

READY TO JOIN THE CBTT TEAM?

If you are an outstanding individual who meets this profile, apply now by submitting your cover letter and resume to HRC Associates Limited at careers@hrc-associates.com. Please include "Assistant Manager, HR Application" in the subject line of your email.

CBTT offers an attractive remuneration package which includes a Group Health Plan, Pension Plan, Employee Savings Plan and other benefits.

Closing Date: May 20th, 2024

We wish to thank all applicants for their interest, however, only those favourably considered will be contacted.

The Central Bank of Trinidad and Tobago was established by an Act of Parliament on December 12, 1964. At that time it was given the following mandate, which remains its mission statement to this day:

"The Bank shall have as its purpose the promotion of such monetary, credit and exchange policies as would foster monetary and financial stability and public confidence and be favourable to the economy of Trinidad and Tobago."

The Central Bank of Trinidad and Tobago is widely respected as a monetary policy authority and guardian of financial stability grounded in international best practices. Its policies are credible and transparent and inspire confidence in the domestic currency. Its actions foster the growth and development of the economy and improve the well-being of our citizens.