

FINANCIAL INVESTIGATION AGENCY

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE:	Human Resources Manager		
REPORTS TO:	i) Directly:	Director	
	ii) Indirectly:	Chief Operating Officer	
SUPERVISES:	i) Directly:	N/A	
	ii) Indirectly:	N/A	

JOB SUMMARY:

To create and maintain an effective and efficient HR function, while providing support and guidance to Management and employees.

ESSENTIAL JOB FUNCTIONS:

- Lead the smooth and efficient operation of the Human Resources function within the Agency through management of daily operations, and assist with the development of the Agency's plans, goals, objectives and systems.
- Develop and implement programmes, policies and procedures to develop the human resources capacity within the Agency.
- Lead staff development/training, workshops and offers coaching to staff on performance improvements to ensure all staff are given the tools required to operate effectively.
- Lead, direct and participate in long-term strategic HR planning of the Agency, recommending new approaches, policies and procedures to effect continual improvements in efficiency of Agency and services performed.
- Ensure that all files and records are updated and maintained securely, ensuring that ethical and legal guidelines are maintained.
- Lead a timely and accurate completion of the appraisal process, promoting a positive attitude, from goal setting for new recruits to monitoring performance of employees, initiating disciplinary proceeding, where necessary.

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- Lead an effective interview process, through developing, evaluating and validating interview and selection instruments, directing and conducting high-level recruitment to ensure the right candidate is recruited, and recommending conditions of service, compensation packages and performing exit interviews.
- Advise employees regarding terms and conditions and HR concerns. Conduct investigations and makes recommendations as appropriate regarding issues of staff disputes and grievances.
- Provide administrative and specialised support to the Director.
- Research, analyse and prepare relevant reports.
- Maintain strict standards of confidentiality in dealing with highly sensitive information.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Human Resources Management, Business Administration / Management or related field.
 - Certification in Human Resources Management.
 - Five (5) years to seven (7) years managerial experience in related field.
 - Working knowledge of relevant computer software including Access, Word and PowerPoint.
 - Good organizational and interpersonal skills.
 - Good report writing and presentation skills.
 - Strong oral and written communication skills.
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WORKING CONDITIONS:

- Normal office environment involving periods of computer work.
 - Field work as required.
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LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the

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position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Applications should be addressed to:

**Director
Financial Investigation Agency
PO Box 4090
Road Town
Tortola, British Virgin Islands, VG1110**

Closing date for applications is September 23rd 2016.