



The CHASE Fund is an agency of the Government of Jamaica providing funding support to projects in Culture, Health, Arts and Early Childhood Education.

The Fund invites applications to fill the position of:

HUMAN RESOURCES OFFICER

The Human Resources Officer is responsible for the effective recruitment, training and development of CHASE Fund staff to ensure the right balance in terms of skills and experience to achieve the company's objectives.

DUTIES AND RESPONSIBILITIES OF THE JOB:

- Assists with the establishment of departmental measurements that support the accomplishment of the company's strategic goals.
- Coordinates timely appraisal of performance.
- Assists managers with the selection and contracting of external training programmes and consultants.
- Maintains employee personnel and training records.
- Assists with the recruitment process using the procedures necessary to hire a competent workforce.
- Provides payroll processing backup support. Partners with accounting and payroll to maintain the payroll data base.
- Provides day-to-day benefits administration services. Assist employees with any claim issues.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.
- Assists with employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, one-on-one meetings, and Intranet use.
- Helps monitor the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
- Assists with Industrial Relations matters.

JOB QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree or equivalent in Human Resources or Organization Development or equivalent.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Minimum of three (3) years experience in the field of human resources.

Applications must be submitted no later than **April 14, 2022** to:
Culture, Health, Arts, Sports & Education Fund (CHASE)
8 Belmont Road, Kingston 5
or send to
chase12@cwjamaica.com

Please specify **RESUME: HUMAN RESOURCES OFFICER**
in the subject line.

We appreciate your interest in this advertisement; unfortunately, only short-listed candidates will be contacted.