



**Republic of Trinidad and Tobago  
MINISTRY OF PUBLIC ADMINISTRATION**

**VACANCY NOTICE**

**Applications are invited from suitably qualified persons to fill the following position, on contract, in the Strategic Human Resource Management Division.**

**Head, Strategic Human Resource management Division**

**POSITION SUMMARY**

The Head, Strategic Human Resource Management Division is required to play a lead role in the transformation of the Human Resource Management (HRM) function in the Public Service into one which facilitates a high performance culture.

**DUTIES AND RESPONSIBILITIES**

- Leads a team in the development and implementation of Public Service Strategic HRM and organizational transformation policies, programmes and projects and ensures that mechanisms exist to implement the programme of work.
- Leads a team in the development and introduction of highly flexible and responsive human resource development systems, programmes, projects and plans utilizing where appropriate, creative and modern methods of delivery.
- Provides motivation and leadership for the cross functional resource teams, coaches the teams and builds capabilities
- Develops and leads the implementation of organizational development and change management programmes for the transformation of the HRM System.
- Leads the development and implementation of a performance management system for individuals and groups, including training in the system, standards setting and effective monitoring procedures.
- Develops and coordinates Human Resource Planning Projects including recruitment and selection projects and the management of staff.
- Collaborates effectively with the Public Service central and line HRM agencies identified for organizational transformation to develop innovative approaches to improve service delivery.

**MINIMUM EDUCATION AND EXPERIENCE**

- A recognized BSc. Degree in one of the Social Sciences or Management Sciences
- A Masters Degree in Human Resource Management.
- Practical training in one or more of Human Resource Planning, Human Resource Development, Career and Succession Management, organisational development, change management.

- Training in Project Management.
- Fifteen (15) years experience in Strategic Human Resource Management.
- Ten (10) years experience in leading the development and implementation of Human Resource policies for large organizations, business process improvement projects, managing consultants and Human Resource Development.

### **SUBMISSION OF APPLICATIONS**

If you are interested in this job, please apply [here](#).