



The Port Authority of the Cayman Islands invites applications for the following post:

HR Manager

Salary range: CI\$60,000-CI\$70,000 per annum

The post holder will provide leadership in developing and implementing human resources (HR) strategy in support of the overall business plan and strategic direction of the Port Authority of the Cayman Islands (PACI).

Key Responsibilities include:

Strategic management - Oversees the strategic direction of the HR department and organisational development programmes, and ensures alignment with PACI's mission, vision, values, and organisational goals and objectives, leads the development of strategic department goals, objectives and systems

Human Resources management and administration - manages and administers all HR related processes, systems, programs and functions

Communications - Manages employee communication and feedback through such avenues as company meetings, suggestion programmes, employee satisfaction surveys, newsletters, employee focus groups, and one-on-one meetings

Qualifications and Experience:

A Bachelor degree from a recognised college or university with a major in human resources, psychology, management, business administration, a combination of education, training, and at least seven (7) years HR experience with at least three (3) years of relevant management level experience sufficient to demonstrate the ability to meet the demands of the position. A professional HR accreditation such as Senior Professional in Human Resources (SPHR) or equivalent is essential.

Necessary Skills and Attributes include, but not limited to:

- Advanced analytical, research, problem solving, decision making, time-management and interpersonal skills
- Proven leadership and strategic thinking skills
- Excellent negotiation skills and ability to influence
- Excellent verbal and written communication skills including business writing, report preparation and public speaking skills
- A strong understanding of financial reporting and budgeting
- A high level of maturity, professionalism, initiative, and ability to maintain confidentiality
- Ability to succeed in an environment of pressing deadlines and changing conditions
- Ability to develop and implement comprehensive people programmes, including talent acquisition and retention, development, performance management, compensation and benefits, succession planning, culture development and organisational transformation
- Proficient in Microsoft Office suite
- Ability to lead yourself and others, through delivering results with integrity and in a responsible, inclusive and resilient manner
- Skilled at building and maintaining genuine relationships that are built on trust, networking both internally and externally
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation
- Effectively apply a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge

Please submit cover letter, resume and application form to: HR Executive, Portfolio of the Civil Service, 133 Elgin Ave, Box 117, Grand Cayman, KY1-9000 or preferably via email to: recruitment@gov.ky

The Port Authority Application form is available here: <https://www.caymanport.com/human-resources/>.

Benefits will be provided in accordance with the Labour Law (2011 Revision).

Application Deadline: 7th October 2018