

Human Resource Manager

The National Commission for Self Help Limited (NCSHL)

Category: Project Management

Location: Port of Spain

Employment Type: Full-time

Term: Contract

Salary: Concealed

Closing Date: 24 April 2026

Job Description

The incumbent is required to provide overall management and coordination of the activities of professional and other support staff engaged in the provision of Human Resource Management (HRM) services. Work includes directing the formulation and implementation of HRM strategies and programmes to support the NCSHL's strategic objectives and business plan; advising on HRM, organizational and strategic issues; directing and coordinating activities such as change management, HR planning, performance management and training and development; and evaluating the HRM services provided; and effecting necessary changes.

Key and Critical Responsibilities

- Plans, organizes, directs and coordinates the work of professional and other support staff engaged in the provision of HRM services in the NCSHL.
- Directs the formulation of HRM strategies and the development of HRM programmes and projects to support the NCSHL's strategic objectives and business plan.
- Participates in and/or leads the strategic planning process for the NCSHL and coordinates HR planning, organizational transformation and change efforts of the NCSHL.
- Provides advice on complex HRM issues, organizational problems and strategic issues.
- Directs and coordinates staff engaged in monitoring and evaluating staffing levels.
- Develops Human Resource staffing plan for the NCSHL, monitors its implementation and ensures that appropriate guidance is provided to divisional managers in order that workforce needs of the NCSHL are met.
- Directs the conduct of research activities to evaluate the effectiveness and efficiency of the HRM and client service provided and recommends necessary changes.
- Directs the development, implementation and evaluation of the NCSHL's training plans.
- Serves as a resource person at courses, seminars and workshops on HRM.
- Directs and participates in the preparation of the budgetary estimates of the HR Division and ensures that expenditure is in accordance with financial guidelines.
- Reviews and analyses reports, proposals, draft Cabinet/Ministerial Notes, circulars and other documents in order to assess quality and accuracy of content and makes appropriate recommendations.

- Prepares the more complex Cabinet/Ministerial Notes, internal notes and other documents.
- Participates in or presides over meetings and discussions with representatives of Ministries/Departments, recognized associates/unions in respect of negotiations, grievances and other matters related to HRM.
- Represents the Ministry/Department on committees and at meetings and other fora.
- Performs related work as assigned.

Key Competencies

- Minimum of eight (8) years experience performing duties in one or more of the functional areas of human resource management, including at least four (4) years at a management or supervisory level.
- Evidence of formal Training in Industrial Relations.
- Experience in Public Sector Human Resource Management.
- Masters Degree in Human Resource Management.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.