



JOB VACANCY- HUMAN RESOURCES OFFICER

The Human Resources Officer supports the Human Resource Administrator in formulating and implementing Human Resource Management strategies, policies, procedures, coordinating and developing activities such as change management, hiring and onboarding procedures, providing support to employees regarding personal and professional incidents, thereby contributing to the E-IDCOT's overall strategy.

Main Duties and Responsibilities

1. Assists in the development and implementation of recruitment and selection plans, staffing reports and proposals for improvement of E-IDCOT's HR-related policies, procedures and processes.
2. Assists in the development of job descriptions and specifications, continuously reviewing and revising same for continued relevance.
3. Assists in the recruitment of new employees by preparing job advertisements for vacant positions, reviewing resumés, scheduling interviews, preparing interview packages, conducting reference checks and administering skills tests where necessary.
4. Monitors overall HR strategies, systems, tactics and procedures across the organization.
5. Nurtures a positive working environment.
6. Addresses employee grievances in accordance with established processes.
7. Regularly reviews and recommends updates to E-IDCOT's Human Resource policies, procedures and systems, proposing the course of action to be taken to ensure compliance with current laws, rules and regulations.
8. Assists in the administration of the Company's Life & Health Insurance policies for all employees.
9. Assists in the administration of E-IDCOT's Performance Management System, conducting training and development needs assessments for employees and monitoring the efficacy of such programmes.
10. Assists with the execution of training plans by liaising with training providers to coordinate the registration and participation of employees on approved programmes and follow up with employees for reporting on training attended.
11. Supports the Human Resource Administrator in managing employee relations matters, including conflict resolution and disciplinary actions.

12. Supports the implementation of organisational restructuring objectives arising out of E-IDCOT's Strategic Plan or other Board of Directors' decisions.
13. Computes employee payroll, calculating employee benefits and deductions for processing by the Finance and Investments Department.
14. Ensure that payroll-related queries are resolved in a timely manner and the appropriate feedback is provided to employees.
15. Process employee leave applications, prepare employment contracts and job letters, and complete other employment-related documentation as required.
16. Maintain, update, and manage personnel files for assigned employees, ensuring all records are accurate, confidential, and compliant with organizational policies.
17. Prepares written reports or responses to routine enquiries.
18. Ensures the maintenance of updated hard copy and electronic central filing system in accordance with established policy and systems for document management and control for ease of retrieval and security of Company documents.
19. Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
20. Performs any other duties as required by the job function.

Education and Job Experience

1. Bachelor's Degree in Human Resource Management
2. Minimum of 5 years' experience in human resource management.
3. Minimum of two (2) years of experience in payroll processing is mandatory.
4. Certificate in Industrial Relations/Labour Laws from a reputable institution will be considered an asset.

Any other combination of qualifications and experience.

Knowledge, Skills, and Abilities

1. Working knowledge of Human Resource management policies, practices, laws and regulations.
 2. Working knowledge of industrial relations laws, best practices and human resource information systems databases.
 3. Proven experience and proficiency in Microsoft Office applications.
 4. People oriented and results driven.
 5. Excellent active listening, negotiation and presentation skills
 6. Competence to build and effectively manage interpersonal relationships at all levels
 7. Ability to maintain a flexible work schedule and to work well under pressure.
 8. Excellent interpersonal, networking and conflict resolution skills.
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Instructions for Applicants

Applications **must** be submitted via **email** to careers@e-idcot.co.tt and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd.
Isaac T McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be emailed no later than **4.00 p.m.** on **Tuesday 11th August 2026**. Late or incomplete applications will not be considered.

We thank all applicants for their interest; however, only shortlisted candidates would be contacted.