



## **JOB VACANCY- HUMAN RESOURCES OFFICER**

The Human Resource 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 reviewing resumés, screening candidates, administering skills tests where necessary and making final recommendations for selection.
4. Monitors overall HR strategies, systems, tactics and procedures across the organization.
5. Nurtures a positive working environment.
6. Regularly reviews and recommends updates 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.
7. Assists in the administration of the Company's Life & Health Insurance policies for all employees.
8. 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.
9. Supports the implementation of organisational restructuring objectives arising out of E-IDCOT's Strategic Plan or other Board of Directors' decisions.
10. Computes employee payroll, calculating employee benefits and deductions for processing by the Finance and Investments Department.
11. Addresses employee grievances in accordance with established processes.
12. 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.
13. Performs any other duties as required by the job function.

## Education and Job Experience

1. Bachelor's Degree in Human Resource Management; and
2. Minimum of 5 years' experience in human resource management.

Any other combination of qualifications and experience.

## Knowledge, Skills, and Abilities

1. Knowledge of industrial relations practices.
2. Familiarity with relevant laws and regulations.
3. People oriented and results driven.
4. Knowledge of HR systems and databases
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](mailto: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 22<sup>nd</sup> July 2025**. Late or incomplete applications will not be considered.

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