

VACANCY NOTICE

The British Virgin Islands Airports Authority “the Authority” is a government owned Statutory organization which owns and operates all airports in the British Virgin Islands is seeking qualified applicants to fill the role of **Director of Human Resources**.

The Director of Human Resource will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization’s mission and talent strategy.

SUPERVISORY RESPONSIBILITIES

- Recruits, interviews, hires, and trains new staff in the at the Authority.
- Oversees the daily workflow of the Human Resource Department.
- Provides constructive and timely performance evaluations.
- Manages discipline and termination of employees in accordance with company policy.

DUTIES & RESPONSIBILITIES

- Collaborates with senior management to understand the organization’s goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization’s human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization’s human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization’s compliance with local employment laws and regulations and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for staff.

RESPONSIBILITIES & ATTRIBUTES

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and critical thinking skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

EDUCATION & EXPERIENCE

- Master's degree in Human Resources, Business Administration, or related field required.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift fifteen (15) pounds at times.

SALARY

Salary will be commensurate with qualifications, skills and experience.

Interested persons should be submit applications and other relevant documents to:-

The Managing Director
BVI Airports Authority
P.O. Box 4416
Road Town, Tortola
British Virgin Islands
Email: mdrecruitment@bviala.com

Deadline for submissions: January 15th, 2023