

The National Bank of the Virgin Islands (“the Bank”) is seeking a qualified person to fill the following full-time position:

CHIEF HUMAN RESOURCES OFFICER

Job Summary: To develop and execute human resource strategy in support of the overall business plan and strategic direction of the organisation.

Educational Requirements: Master’s degree in Human Resources Management

Training/Skill Requirements: i) highly confidential; ii) excellent organisational, decision-making, conflict resolution and interpersonal skills; iii) excellent verbal and written communication skills; iv) strong leadership, analytical and problem-solving skills; v) tact and diplomacy in dealing with employees; vi) flexibility and ability to multi-task; vii) sound knowledge of HR best practices; viii) proficient in Microsoft Office tools and general computer use; and ix) sound knowledge of the Virgin Islands Labour Code, 2010

Experience: A minimum of five (5) years in a senior Human Resources role

Primary Responsibilities include, but are not limited to:

1. Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.
2. Develop HR Department plans, objectives, systems and strategies to support the achievement of the overall business operations objectives.
3. Provide guidance and input on business unit restructures, workforce planning and succession planning.
4. Develop and implement comprehensive strategic recruitment and retention plans to meet the Bank’s human capital needs.
5. Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
6. Maintain and annually revise the HR Policies and Procedures Manual and provide guidance and interpretation.
7. Draft the Human Resources Department and General annual budgets.
8. Draft Board papers in conjunction with the CEO’s office, relative to HR matters.
9. Manage the performance management system and recommend revisions; and
10. Manage the employee exit process, including analysing data and making recommendations to the management team for corrective action and continuous improvement.

Reporting Line: Chief Executive Officer

Submission Deadline: 8th March 2024

Interested persons should send their application letter and résumé ONLY via email humanresources@nationalbank.vg to the attention of:

**Ms. Chanteé Mathavious
Human Resources Manager
National Bank of the Virgin Islands Limited
P.O. Box 275
Road Town, Tortola VG1110
British Virgin Islands**

Please call (284) 852-2986 if any further information or clarification is required.