

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

HUMAN RESOURCES OFFICER II

Job Summary: To contribute to a positive organisational culture by providing key support in various human resource functions, including leave management, payroll, statutory filings, uniform and employee relations..

Educational Requirements: Bachelor’s Degree in Human Resources Management (preferred) or any other related field, such as Business Administration or Psychology.

Training/Skill Requirements: i) highly confidential; ii) excellent organizational skills; iii) excellent interpersonal skills; iv) excellent written and verbal communication skills; v) detail-oriented; vi) good decision-making skills; vii) tact and diplomacy in dealing with employees; viii) pleasant telephone manners and professional demeanor; ix) flexibility and ability to multi-task; x) ability to work independently; xi) proficient in Microsoft Office tools and general computer use; and xii) sound knowledge of the Virgin Islands Labour Code, 2010.

Experience: A minimum of three (3) years in a Human Resources role

Primary Responsibilities include, but are not limited to:

1. Provide administrative and operational support to the HR Department.
2. Prepare routine HR correspondence, including bulletins.
3. Manage the leave request process and provide guidance as necessary. Provide BambooHR support as necessary.
4. Monitor leave schedules on a monthly basis to ensure compliance with HR policy.
5. Monitor absenteeism reports and ensure proper documentation is issued to employees with excessive absenteeism.
6. Process employee payroll and Board stipends on a bi-monthly basis.
7. Process associated filings with external agencies.
8. Keep employee records up to date in the payroll system.
9. Process required paperwork for employee salary increases, vacation adjustments and other related matters.
10. Perform periodic employee file audits to ensure all required documents are filed appropriately.
11. Assist in maintaining the Human Resources Information System (HRIS).
12. Assist in facilitating the ordering of staff uniforms by being a lead member of the Uniform Committee. Manage the uniform inventory.
13. Assist in the planning and coordinating of staff social events by being a member of the Social Committee.

Reporting Line: Human Resources Manager

Submission Deadline: 15th 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.