



British Virgin Islands
**ELECTRICITY
CORPORATION**

VACANCY

BVI Electricity Corporation (“BVI EC”) is seeking an energetic, innovative and result-oriented professional candidate to fill the position of **ASSISTANT MANAGER, TALENT MANAGEMENT within the Human Resource Department**. The manager will be accountable for promoting organizational improvement by working with managers, supervisors and all staff to diagnose talent needs and related problems and to develop and implement solutions. To ensure the company is adequately staffed with the best talent. To proactively manage employee performance through effective selection, development, performance management and succession programs.

1. QUALIFICATIONS:

- A Bachelors Degree from an accredited University or College in Human Resource Management.
- Professional HR Certification such as SHRM-CP, PHR, SHRL or CPTD.

2. EXPERIENCE:

- At least 8 years’ working experience in a similar capacity.
- At least 3 years’ supervisory experience in a similar capacity.

3. PERSONAL ATTRIBUTES AND COMPETENCIES:

- Effective consulting skills.
- Competent knowledge of Training Needs Analysis.
- Effective presentation skills.
- Effective oral, written and interpersonal communication skills, especially listening
- Expertise in effective mediation and conflict management and resolution.
- Good team management and leadership skills.
- Able to work well under pressure and meet tight deadlines while balancing assignments/projects.
- Proficiency in Microsoft Office.

4. SALARY:

Salary will be commensurate with qualifications and experience.

5. DUTIES:

- a) Supports performance improvement by assisting HOD’s in needs identification and the development, implementation and evaluation of an annual Human Resource Staffing and Development Plan for the organization;
- b) Administers the organization’s recruitment, selection and retention strategies to ensure the best candidates are selected and the recruitment process is conducted efficiently and cost effectively, in accordance with the organization’s policies/procedures and best practices.
- c) Monitors the listing of vacancies and ensures vacancies are filled within specified timeframes;
- d) Prepares advertisements, web postings, information for external recruitment agencies to ensure potential job applicants have information needed to make a decision;

- e) Evaluates external labour market conditions and internal employee turnover trends and recommend changes to organization recruitment and selection strategies as necessary;
- f) Contributes to training effectiveness and return on investment by managing the dissemination/ application of lessons derived from training and the evaluation of training activities and providers;
- g) Contributes to the efficient operation of the Human Resource function by participating in departmental and other meetings as required;
- h) Partners with external agencies and other professional bodies to attract competent resources ensuring that a pool of qualified candidates is readily available;
- i) Interviews and counsels employees on Career Development;
- j) Monitors the system for Succession Planning.

How to Apply

Candidates meeting the above criteria should submit a cover letter, resume, two business references and two personal contact information references, recent salary history and a recent passport size photograph to humanresources@bvielectricity.com or the below address:

**The General Manager
BVI Electricity Corporation
P. O. Box 268
Road Town, Tortola
British Virgin Islands**

Disclaimer

This description of the position is meant to outline the general nature and level of work required. The responsibilities, duties and skills listed for the position are non-exhaustive and the successful candidate will be required to follow any other job-related instructions and to perform other job-related duties as requested.

CLOSING DATE: November 7, 2022