

Job Description

St. Kitts Co-Operative Credit Union is currently seeking applications from suitably qualified candidates to fill a six-month (6) Fixed Term contract for the position of **Human Resource Advisor**.

The Position of **Human Resource Advisor** involves working closely with the Chief Executive Officer and the HR Sub-Committee of the Board of Directors

BRIEF OVERVIEW OF THE FUNCTION

The Human Resource Advisor will be responsible but not limited to conduct the following:

1. Supporting Managers on a wide range of people issues and the introduction of a new HR Software.
2. Recommending and updating internal systems with any changes in HR policies and procedures
3. Providing active support for organizational design and change initiatives
4. Recommending strategies to develop SKCCU's leadership pipeline for agility, creativity, courageous leadership and continuous innovation.
5. Developing strategies to align all aspects of the organization around SKCCU's mission.
6. Developing a pattern of communication and engagement that would serve the institution's needs.

Requirements:

Education/Certifications/licenses- A college degree. Master's Degree preferably

Experience - 5-10 years of similar or related experience

Interpersonal Skills – The ability to motivate or influence others, professional diplomacy, trust and relationship building.

Additional Skills – Broad business and financial acumen, including a functional understanding of financial statements. Advise CEO on leadership development and succession planning. Advise the Board of Directors on CEO succession planning

MUST BE AVAILABLE ON SHORT NOTICE

Applications may be sent to the following address on or before **11th January 2021**

Please forward applications along with references to: JHarris.ceo@skccu.com or

Janet Harris
Chief Executive Officer
SKCCU
P. O. Box 713
Bladens Commercial Development
Basseterre, St. Kitts
Tel: 869-465-2272