



BANK OF MONTSERRAT LIMITED

Bank of Montserrat Ltd is the leading financial institution in Montserrat, dedicated to fostering a dynamic and innovative working environment. We are seeking an experienced and highly motivated Human Resource Manager to join our team. The ideal candidate will play a key role in shaping the company's human resource strategies and fostering a positive, productive, and compliant workplace culture.

The successful candidate will (1) Oversee all HR functions, including talent acquisition, employee relations, compensation and benefits, performance management, compliance with labor laws, and HR administration (2) be a trusted advisor to senior management (3) work closely with department heads to develop and implement HR initiatives that align with the company's strategic goals.

RESPONSIBILITIES/ACCOUNTABILITIES

Talent Acquisition & Recruitment:

- Manage end-to-end recruitment processes, including job postings, screening, interviewing, and hiring.
- Collaborate with department leaders to identify staffing needs and implement effective talent acquisition strategies.

Employee Relations:

- Serve as the first point of contact for employee concerns and resolve workplace conflicts fairly and consistently.
- Foster a positive organizational culture by promoting open communication and maintaining strong employee relations.

Performance Management:

- Oversee the performance appraisal process and ensure that it is fair, transparent, and aligned with company goals.
- Provide guidance to managers on goal-setting, feedback, and performance improvement plans.

Training & Development:

- Identify training needs and develop employee development programs.
- Promote continuous learning and career growth within the organization to enhance employee engagement and performance.

Compensation & Benefits Management:

- Administer compensation and benefits programs, including salary structure, health insurance, retirement plans, and other benefits.
- Stay updated on industry trends and ensure the company's offerings remain competitive.

HR Compliance & Policy Implementation:

- Ensure that all HR policies and practices comply with local regulations and international standards.
- Maintain accurate employee records and handle employee grievances, disciplinary actions, and terminations in accordance with company policies and labour code.

HR Reporting & Analytics:

- Provide data-driven insights and reporting on key HR metrics, such as turnover, recruitment, training, and employee engagement.
- Make recommendations to senior management to improve HR functions.

REQUIRED QUALIFICATIONS**Education & Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field. A Master's degree would be an asset.
- Minimum of 7 years of proven experience in human resources, with at least 5 years in a managerial role.
- Certification in HR Management desirable.

Technical Skills:

- In-depth knowledge of labor laws, HR best practices, and industry trends.
- Proven experience in recruitment, employee relations, performance management, and compensation/benefits administration.
- Strong interpersonal, communication, and conflict-resolution skills.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in HRIS systems and MS Office Suite; familiarity with HR software is a plus.
- Excellent writing, oral communication, and presentation skills
- Strategic thinking and planning skills
- Team building/coaching skills
- Analytic skills
- High emotional intelligence

- Negotiation skills

BENEFITS:

- Generous remuneration package
- Contract with an attractive gratuity
- Monthly travel allowance for non-residents
- Housing assistance for non-residents
- Annual performance-based bonus
- Life, health, dental and vision insurance coverage
- Opportunities for training and career advancement

Applications from suitably qualified candidates should be addressed to:

The Manager
Bank of Montserrat Limited
P.O. Box 10
Brades
MONTSERRAT

and emailed to: manager@bankofmontserrat.ms

We thank all applicants for their interest in joining our team, but only those selected for an interview will be contacted.

Deadline for Submission: 14th February 2025