



EMPLOYMENT OPPORTUNITY SECURITIES COMMISSION OF THE BAHAMAS

The Securities Commission of The Bahamas, a statutory agency responsible for the oversight, supervision and regulation of the securities and capital markets, investment funds, financial and corporate service providers and digital assets and exchanges, invites applications from qualified individuals for the following position:

HUMAN RESOURCE MANAGER

We seek to hire a full-time Human Resource (HR) Manager to provide executive level leadership and guidance to the organization's HR operations. The HR manager is responsible for setting, enforcing and evaluating legally compliant human resource policies, procedures and best practices, and identifying and implementing long-range strategic talent management goals. Compensation packages are competitive with the financial services industry and other regulatory bodies.

Supervisory Responsibilities:

- Development of recruitment, retention and talent management strategies
- Development and evaluation of performance review criteria
- Recommendation on compensation packages for approval by the Board of the Commission
- Overseeing the daily workflow of the HR Department
- Administration of disciplinary process and termination of employees, when necessary

Duties/Responsibilities:

- Collaborate with executive leadership to define the organization's long-term mission and goals, and identify ways to support this mission through talent management
- Review and draft policies, procedures, and practices, and amend/update where necessary
- Oversee all aspects of the organization's recruitment and hiring process
- Lead in the development and implementation of the annual training plan
- Ensure payments and benefits to staff are processed in a correct and timely manner
- Create and review programs and initiatives aimed at improving employees' quality of work-life and morale
- Oversee employee development initiatives and coaching to assist employees in growing in their current roles or advancing to new ones within the organization

- Oversee the performance management and bonus system
- Plan and conduct employee engagement surveys at least annually and ensure actions are taken to improve results
- Oversee employee relations and address issues such as harassment, discrimination, intimidation, exploitation, and workplace health and safety
- Oversee the development and implementation of staff wellness (i.e. CPR, health monitors etc.), including mentoring and counselling
- Lead in the development and implementation of the organization's succession plan
- Develop programs to foster a culture of teamwork, employee empowerment and commitment to organizational goals
- Ensure grievance and disciplinary procedures are handled fairly and consistently
- Participate in professional development and networking conferences and events
- Keep current with trends, best practice, regulatory changes and technologies in HR with the aim of adoption where they would lend to improvements and efficiencies in HR services

Knowledge/Skills:

- Excellent oral and written communication skills
- Well organized with the ability to work in a fast paced environment
- Knowledge of laws, regulations, and best practices in employment law, HR and talent management
- Experience with the development of HR policies, processes and procedures
- Mediation training
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.)

Qualifications/Experience:

- Master's degree in HR management, psychology or related area with a minimum of 10 years' experience as an HR Manager
- Bachelor's degree in HR management, psychology or related area with a minimum of 15 years' experience as an HR Manager
- Senior level SHRM and/or HRCI certifications

Contact Information:

Senior Manager, Human Resource Department
 Securities Commission of The Bahamas
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Deadline for applications: Friday 20 October 2023