



**BAHAMAS AGRICULTURAL
HEALTH AND FOOD SAFETY
AUTHORITY**

ISLAND TRADERS BUILDING
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12th February 2018

**Advertisement
Circular No. 5
of 2018**

**VACANCY FOR THE POST OF
HUMAN RESOURCE MANAGER**

FOR

BAHAMAS AGRICULTURAL HEALTH AND FOOD SAFETY AUTHORITY
MINISTRY OF AGRICULTURE AND MARINE RESOURCES

Applications are invited from suitably qualified serving officers to fill the post of Human Resource Manager for the Bahamas Agricultural Health and Food Safety Authority (BAHFSA).

Requirements for the Post:

- Minimum of a Bachelor's Degree in Public Administration or Human Resource Management
- Familiar with Health and Safety in the Workplace
- At least five (5) years human resource experience
- Preference will be given to candidates with at least five years experience at the mid-management or management level
- Excellent communication, analytical and organizational skills are essential

Key Competencies:

The successful candidate must be a leader for the strategic planning and development of human resources. The individual must be a team player who can develop and maintain an employee-orientated, high performance culture that emphasizes employee productivity and standards.

General Job Description:

The Human Resource Manager will be expected to:

- a. Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for training and promotion and employee benefits
- b. Deal with employee issues including understaffing, refereeing disputes, firing employees and administering disciplinary procedures
- c. Analyze and modify compensation and benefits policies to establish competitive programmes and ensure compliance with legal requirements
- d. Plan and conduct new employee orientation to foster positive attitudes toward organizations objectives

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- e. Responsible for employee safety, welfare, health and wellness programmes and initiatives
- f. Develops and monitors an annual budget including employee recognition, community events, giving, etc.,.
- g. Conducts continuous upgrading of human resource policies, programmes and practices
- h. Manages the preparation and maintenance of reports necessary for the functions of the department and periodic reports for management to track strategic goals
- i. Participates in executive, management and company staff meeting and attends other meetings and seminars
- j. Manages development and maintenance of the human resource section of the company website, particularly recruiting and company information and employee Intranet, newsletters
- k. Coordinates training programmes
- l. Provides educations and materials to managers and employees including workshops, manuals, employee handbooks and standardized reports
- m. Maintains employee training records, measures training impact
- n. Establishes in-house training

Reports To: Executive Director

Salary:

Salary for the post is equivalent to Scale GR13: \$45,350 - \$58,150 X \$800 per annum.

* Salary will be commensurate with qualifications and experience

Submission of Materials:

Application should be submitted electronically to: BAHFSA@bahamas.gov.bs, Attention: Chairman of The Bahamas Agricultural Health and Food Safety Authority with:

1. cover letter describing philosophy and vision; and
2. curriculum vitae.

Application deadline: 26th February, 2018.

Permanent Secretary