

## **HUMAN RESOURCE SPECIALIST**

### **SCOPE OF SERVICES**

#### **General Responsibilities:**

The incumbent will be required to guide and support the development and implementation of holistic organisation transformation/human resource strategies, to provide for the integration and expansion of the Sangre Grande Hospital Campus.

#### **Specific Responsibilities:**

- Conducts needs assessment and gap analysis for existing and new services to at the Sangre Grande Hospital Campus.
- Collaborates with stakeholders to develop all relevant requirements in accordance with the Ministry of Health's standards, for the creation of positions for the integrated Sangre Grande Hospital Campus.
- Develops Manpower Plan for the Sangre Grande Hospital Campus.
- Identifies gaps and collaborate with academic and training institutions to ensure the required human resources for the Sangre Grande Hospital Campus is available.
- Advises on labour relationships, health regulatory organizations and training/education institutions.
- Collaborates with the team in the development and implementation of the organizational transformation plan
- Develops a recruitment strategy/plan for the recruitment of all staff in order to efficiently run the services at the Sangre Grande Hospital.
- Performs any other related duties as requested.

## **Knowledge, Skills and Abilities**

- Knowledge of health sector management
- Strong leadership abilities
- Excellent verbal/written communication skills
- Ability to establish and maintain effective working relationships with all relevant stakeholders
- Ability to apply project management principles to the conduct of the job responsibilities
- Strong critical thinking and problem solving abilities
- Self-directed with the ability to quickly understand complex organizations and how they can maximize the potential of their human resources
- Ability to use Microsoft Office Suite
- Strong Research and Project Management Skills

## **Minimum Training and Experience:**

- Post graduate qualifications in Human Resource Management
- Certification in Business Process Re-engineering and Realignment
- A minimum of eight (8) years' experience in the human resources management, five (5) of which should be in the public health sector
- Experience in the creation of Standard Operating Procedures, Job Descriptions, Flow Charts