



## **JOB OPPORTUNITY HUMAN RESOURCES MANAGER**

### ***ABOUT THE COMPANY:***

---

The Utilities Regulation and Competition Authority (“URCA”) of The Bahamas came into effect on 1 August 2009 as the new converged regulator for Electronic Communications Services (ECS) – covering broadcasting, radio spectrum and electronic communications.

URCA is further strengthening its capacity and is seeking to contract a suitably qualified individual to fill the post of Human Resources Manager with the requisite competencies and experience in the area of transformational or strategic Human Resources. This position will report to the Chief Executive Officer or designate at URCA.

### ***A. CORE DUTIES :***

---

- Lead and direct the Human Resources team within URCA, in accordance with URCA’s strategy and sector policy and developing the team through coaching and mentoring;
- Lead and direct competitive compensation survey along with Human Resources policies and processes;
- Provides specialist advice and leadership in employee opinion poll
- Work to craft consistent, equitable and competitive compensation, incentives and an effective performance management system along with executive management;
- Oversee the organizational development and training functions and develop employee training programs; also on occasion responsible for delivery of in-house training;
- Analyze training needs to design employee talent and leadership development programs;
- Responsible for managing a centralized recruiting process;
- Responsible for employee relations and communications;
- Responsible for driving and managing the performance management systems to meet business objectives
- Direct the development and implementation of succession planning and organizational design

### ***QUALIFICATIONS & OTHER REQUIREMENTS***

---

The successful applicant must have:

- Must have a Bachelors Degree in Human Resources or suitable professional qualification a Masters Degree is desirable;
- Must have worked in an HR Management role for at least 7 years



- Previous experience in performance management, employee engagement, transformation or change programmes generally, and work in regulated companies, utilities or consulting firms will be an advantage.

### ***REQUIRED EXPERIENCE & COMPETENCIES FOR ROLE:***

---

- Proven experience in managing transformation or strategic human resources issues. Proven track-record of working independently on major projects, leading multi-disciplinary teams and managing external advisors.
- Strategic outlook and capable of conceptual thinking and decisive decision making.
- Ability to absorb new facts, data and information rapidly.
- Capable of modifying strong views in the face of new information, market realities and compelling logic; and is humble enough to ask questions to ensure an understanding of the situation.
- Strong bias for action and capable of translating the strategic agenda into actionable, quantitative plans, convey a sense of urgency and drive to closure.
- Capable of managing tasks from inception within time-frames and approved budgets
- Effective communication and inter-personal skills, and the right attitude to be part of a winning team.
- Proven conflict resolution skills
- Good understanding of human resources principles and practices. This will have been gained within a regulated enterprise, regulatory authority or consulting organization. The ability to engage and influence key stakeholders, lead cross functional teams and produce high quality reports.
- Good report writing and communication skills.
- An understanding of the communications regulatory environment
- Ability to work on own initiative or as part of a team

### ***REMUNERATION & BENEFITS:***

---

The URCA is a performance driven organization and offers a competitive and attractive remuneration and benefits package and opportunities for further training and career experience. Further information about URCA can be obtained from the website: [www.urbahamas.bs](http://www.urbahamas.bs)

### ***INTERESTED?***

---

**Interested applicants should email their resume to:  
[info@orgsoul.com](mailto:info@orgsoul.com)**

### ***DEADLINE FOR APPLICATIONS:***

---



Applications should be received on or before **December 30<sup>th</sup> 2011**. Only applicants who have been short-listed and have the qualifications and experience will be contacted. Thank you for your interest.