



Anguilla Electricity Company Limited

P.O. Box 400, The Valley, Anguilla, British West Indies

Tel: (264) 497-5200

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JOB POSTING

The Anguilla Electricity Company Limited invites applications from suitably qualified candidates to fill the position of **Head of Department -HR (HOD-HR)** in the Administration Department.

Main Functions, Duties & Responsibilities of the position include:

1. Develop and implement an HR strategy in support of the overall business plan and strategic direction of the organization.
2. Provide strategic leadership by articulating HR needs and plans to the executive management team and the Board of Directors, specifically in the areas of succession planning, talent management, change management, employee relations and wellness, performance management, training and development, and compensation.
3. Prepare operational Human Resources Management reports and technical studies on a monthly basis and as required.
4. Prepare proposals for the introduction of new HR programmes within the organization.
5. Prepare analyses of existing administrative, compensation, performance evaluation and other practices at regular intervals for review.
6. Develop Human Resources (HR) plans and strategies to support the achievement of the overall business operations objectives.
7. Function as a business advisor to Executives/managers of each business unit/department regarding key organizational and management issues.
8. Develop or leverage on management tools to monitor, analyze, and identify strategic needs, gaps, and risks, in order to build on ANGLEC's human capital capabilities.
9. Develop key metrics to assess the efficiency and effectiveness of the HR Department on an ongoing basis.

10. Maintain existing human resource management systems and procedures such as Performance Evaluation, Human Resource Information Systems, and Compensation Practices, in accordance with established standards and practices.
11. Participate in and contribute to the annual strategic planning and budgeting process by identifying HR issues, contributing information, analysis and recommendations to the strategic thinking of ANGLEC.
12. Develop and maintain a comprehensive suite of HR policies and procedures to guide the management of HR in ANGLEC.
13. Implement the approved public relations schedule of promotions, events, and special activities so as to ensure the achievement of established performance targets.
14. Ensure the maintenance of approved Human Resources policies and procedures.
15. Prepare training and manpower forecasts on an annual basis as required.
16. Perform other job duties as required by the job function.

Qualifications, Requirements & Experience:

- Master's Degree in Human Resource Management, Business Management, or a similar field and at least five (5) years of experience in a similar or related position.
- Or, a Bachelor of Science degree in Human Resource Management, Business Management, or a similar field and at least seven (7) years of experience in a senior management position.
- Specialized training in Management Studies and Public Relations would be beneficial but not mandatory.

Knowledge Required:

- Theoretical and practical knowledge of Human Resources Management.
- Corporate communications
- Institutional, regulatory, and government framework in which the Company operates
- Local labour laws and regulations
- Strategic planning

Skills and Abilities Required:

- Excellent oral and written communication skills.
- Excellent interpersonal skills
- Numeracy and problem-solving skills
- Proficient in the use of Microsoft Office Tools i.e. Word, Excel, PowerPoint
- Analytical skills
- Excellent negotiation skills

Skills and Abilities Required Cont'd:

- Excellent organizational and time management skills
- Project management skills
- Coaching and mentoring skills
- High level of integrity
- High emotional intelligence
- Flexibility
- Detail oriented
- Human Resource Management skills
- Strategic thinking

Candidates should address their applications to:

Company Secretary

Anguilla Electricity Company Limited

P.O. Box 400

The Valley

Anguilla

Or e-mail submissions to ayana.tyrell@anglec.com with the Subject line as “**HOD-HR Post**”.

Full details of the job vacancy may be obtained from the website at <http://www.anglec.com/vacancies.php>

The deadline date for application is 10th September 2024.

Remuneration is commensurate with experience.

N.B. All applicants must send a copy of their application to the Labour Office.