Anguilla Electricity Company Limited
P.O. Box 400, The Valley, Anguilla, British West Indies
Tel: (264) 497-5200
Fax: (264) 497-5440

JOB POSTING

The Anguilla Electricity Company Limited invites applications from suitably qualified candidates to fill the position of **Human Resources Officer** in the Administration Department.

Main Functions, Duties & Responsibilities of the position include:

1. Assist with recruitment of employees by drafting advertisements and assisting with the shortlisting and interviewing of candidates and documenting the findings of interviews
2. Assists with the orientation of new hires
3. Assist with employment-related inquiries from applicants, employees, and supervisors, referring to complex and/or sensitive matters to the appropriate staff.
4. Attends and participates in employee disciplinary meetings, terminations, and investigations.
5. Assist the HOD-HR to ensure that career and training opportunities are being identified
6. Handle the administration of the following benefits programs:
   a)Retirement plan
   b)Wellness Program
   c)Health Insurance
   d)Pension Plan
7. Ensures job descriptions for all positions in the company are updated annually or as needed
8. Assist with implementing, monitoring, and reviewing HR policies and procedures in line with current legislation and best practices.
9. Collaborate with the Health Safety and Security Officer, to ensure that fire drills and first aid training are conducted annually or as required.

10. Participates in functional staff meetings and provides HR insights on business issues when authorized and instructed by the HOD-HR.
11. Participates as a project member on HR initiatives
12. Contributes to the continuous improvement of HR systems and practices
13. Maintains current knowledge of all company policies, procedures, products and services.
14. Performs the function of a supervisor in the HR office.
15. Organize and coordinate office administration and procedures, to ensure organizational effectiveness and efficiency.
16. Assist with developing external and inter-office communication protocols, streaming administrative procedures, inventory control, office staff supervision, and task delegation.
17. Assist the HOD-HR with office policies, setting up procedures and standards to guide the operation of the office.
18. Assign and monitor clerical, administrative, and secretarial responsibilities and tasks among office staff
19. Evaluate and manage reportees' performance
20. Establish and outline procedures for protection, retention, record disposal, retrieval, and staff transfers.
21. Allocate available resources to enable successful task performance
22. Assist with office staff activities to ensure maximum efficiency
23. Prepare training and Development calendar on an annual basis as required
24. Adhere at all times to the safety procedures and practices as set out by the company.
25. Adhere at all times to the disciplinary guidelines and practices as set out by the company.
26. Maintain established codes of conduct to enhance the company's image and business profile.
27. Perform other related duties as required by the job function.

Qualifications, Requirements & Experience:

- Bachelor's Degree in Human Resources Management or related field.
- Lesser qualifications in Human Resources Management would be considered.

Skills and Abilities Required:

- Oral and written Communication skills
- Interpersonal skills
- Emotional Intelligence

- Organizational skills
- Time management skills
- Detail Oriented

Candidates should address their applications to:

Head of Department – HR
Anguilla Electricity Company Limited
P.O. Box 400
The Valley
Anguilla

Or e-mail submissions to hr@anglec.com with the Subject line as "HRO 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 25th April 2025.

Remuneration is commensurate with experience.

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