



**VACANCY NOTICE: HUMAN RESOURCE OFFICER**

The Discover Dominica Authority (DDA) seeks a skilled and dedicated **Human Resource Officer** to join our dynamic team. If you are passionate about human resources, have strong organisational skills, and enjoy working in a collaborative environment, we invite you to apply for this position.

**JOB STATEMENT:**

The Human Resource Officer will report to the Director of Tourism and the Executive Director of Discover and Invest Dominica Authorities. The successful candidate will develop, coordinate and administer quality control systems for the human resource function of both Authorities.

**EDUCATION/TRAINING AND EXPERIENCE:**

This post is a Human Resource Generalist position and requires a Bachelor's degree or equivalent in Human Resource Management or a related discipline plus three (3) years of relevant work experience. Certification in Human Resource Management would be an asset.

**RESPONSIBILITIES INCLUDE:**

- Develops and implements HR policies, procedures, and programs aligned with the company's goals and values.
- Manages the recruitment cycle, including job postings, screening, interviewing, and onboarding of new employees.
- Administers employee benefits and ensures accurate records are maintained.
- Coordinates and guides the employee performance management system.
- Supports employee development and training initiatives.
- Handles employee relations, including conflict resolution, disciplinary actions, and grievance procedures.
- Stays updated with relevant employment laws and regulations to ensure compliance.
- Maintains HR records and generates reports as required.
- Contributes to developing and maintaining a positive work culture and employee engagement.

**COMPETENCIES:**

- Proven experience as an HR Officer, HR Generalist, or similar role.
- Solid understanding of HR functions and best practices.
- Knowledge of employment laws and regulations.
- Strong interpersonal and communication skills
- Excellent organisational and time management abilities.
- Ability to handle sensitive and confidential information with discretion.
- Proficient in HR software and Microsoft Office Suite
- Strong analytical, organisational and project management skills.
- Management experience with the ability to lead and motivate a team.

**CONDITIONS OF RECRUITMENT:**

The position is on a contractual basis. Renewal is based on performance.

**APPLICATION PROCESS AND TIMELINE:**

Interested candidates are invited to submit their resumes and a cover letter highlighting their relevant experience, to [hrd@dominica.dm](mailto:hrd@dominica.dm) by 16<sup>th</sup> June 2023. Please mention **Confidential Application for the Position of Human Resource Officer** addressed to:

The CEO/Director of Tourism  
Discover Dominica Authority  
Ground and 1st Floor, 5-7 Great Marlborough Street  
Roseau, Dominica  
Email: [hrd@dominica.dm](mailto:hrd@dominica.dm)

**The closing date for receipt of applications is 16th June 2023.**