



UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS

HUMAN RESOURCES MANAGER

The University College of the Cayman Islands (“UCCI”) invites applications from dynamic, energetic and capable persons to fill the post of

Human Resources Manager

The post holder will serve as a member of the Senior Management Team and is responsible for providing leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the UCCI.

The applicant must be capable of performing the following duties, along with those listed in the job description (*available at www.ucci.edu.ky*):

Recruitment, staffing and succession planning; organisational design; job analysis, job evaluation and job descriptions; performance management and improvement systems; ensuring compliance with employee benefits mandated by law; employee orientation; employee development and training; policy development and documentation; compensation and benefits strategy and administration; employee safety, welfare, wellness and health; employee services and counselling; employee relations including recognition programs; and grievances, conflict resolution, mediation, misconduct and disciplinary action.

Qualifications, Knowledge, Skills and Experience:

- Must hold a Bachelor’s Degree (Master’s preferable) in Human Resource Management, or a related degree with 5 years HR-specific experience
- Working knowledge of the labour laws and other related laws of the Cayman Islands

- Ability to interpret and apply laws and regulations affecting HR function of the institution
- Computer literacy – strong knowledge of Word, Excel and other Microsoft Office applications
- Excellent research and analytical skills
- Good oral and written skills
- Ability to multi-task, whilst working with deadlines

Salary Scale: CI\$60,972-CI\$81,996

Benefits: Medical, pension contribution, and annual leave as per contract

Applicants should be Caymanians or hold Permanent Residence with the right to work.

Applications must include (1) cover letter; (2) statement outlining how the applicant will fulfill the requirements of the position; (3) Curriculum Vitae; and (4) two professional and two current character references.

Interested persons should submit their applications on or before October 9, 2017 to:

HR Search Committee
University College of the Cayman Islands
168 Olympic Way, PO Box 702 GT, Postal Code KY1-1107
George Town, Grand Cayman,
Cayman Islands
Or by email to: hr@ucci.edu.ky