



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

HUMAN RESOURCE ASSISTANT (x2) (GRADE 7) HUMAN RESOURCE DEPARTMENT TRINIDAD AND TOBAGO

Applications are invited for the post of **Human Resource Assistant** at The UWI Global Campus, St. Augustine, Trinidad and Tobago. The **Human Resource Assistant** will perform various administrative tasks to assist with the day-to-day operations of the human resources department in a collaborative work environment.

QUALIFICATIONS/EXPERIENCE

- Five (5) GCE 'O' Levels or CXC (General I, II or III from 1998) passes, including English Language and Mathematics.
- At least three (3) years' relevant work experience.
- A Degree or an Associate degree would be an asset.
- Knowledge of Oracle PeopleSoft and Microsoft SharePoint would be an asset.
- Knowledge of HR and IR will be an asset.

KEY COMPETENCIES/SKILLS

- Good oral, written and interpersonal communication skills.
- Good time management and organizational skills.
- Effective team player.
- Skilled in working with database and/or spreadsheet applications.
- Ability to work with minimum supervision.

JOB RESPONSIBILITIES

- Maintain, update and keep accurate staff leave records in a database system for Academic, Senior Administrative and Professional (ASAP) and Administrative, Technical and Service (ATS) staff of the Global Campus T&T.
- Prepare vacation leave reports for all staff.
- Assist with leave records and reports for auditing purposes.
- Assist with the maintenance of an efficient filing system.
- Perform clerical duties including typing, filing, photocopying, scanning and emailing.
- Process documents for recruitment and hiring of all staff including adjuncts using Peoplesoft HRMS and MS SharePoint.
- Undertake simple queries and run reports from the Peoplesoft HRMS and MS SharePoint.
- Maintain employee confidence and protect operations by keeping Human Resource information confidential.
- Undertake any other related duties that may be assigned by the Assistant Registrar, Trinidad and Tobago Operations or designated person.

SALARY RANGE

- TTD \$8,253.00 – TTD \$11,805.00
- Placement will depend on qualifications and experience.

**Applications should be made via
The UWI Global Campus, Online Application Form:
<https://www.global.uwi.edu/hrd/forms-documents>**

CLOSING DATE FOR RECEIPT OF APPLICATIONS – September 4, 2025

We thank all interested applicants; however, only shortlisted candidates will be contacted.