



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

HUMAN RESOURCE ASSISTANT II (GRADE 8) (STAFFING AND EMPLOYEE DEVELOPMENT) EMPLOYEE SUCCESS DIVISION JAMAICA

Applications are invited for the post of **Human Resource Assistant II (Staffing and Employee Development)** at The UWI Global Campus, Jamaica. The **Human Resource Assistant II (Staffing and Employee Development)** will be responsible for addressing staffing and employee development issues for Jamaica and UWI 14.

QUALIFICATIONS/EXPERIENCE

- A Bachelor's degree or equivalent.
- At least 3 years' experience in Human Resource Administration or General administration.

KEY COMPETENCIES/SKILLS

- Excellent interpersonal and communication skills.
- Contract management skills.
- Competence in designing and developing employee relations strategies.
- Competence in the use of Microsoft Office.
- Experience in working within a changing technical environment.
- Experience in working in a distributed environment.
- Familiarity with the PeopleSoft HRMIS would be an asset.
- Sensitivity to the cultural and social variations in the working environment across the regional University.

JOB RESPONSIBILITIES

➤ Duty: Recruitment

- Participate in all stages of recruitment and appointment of staff under the direction of the Assistant Registrar (Training and Staff Development).
- Prepare initial advertisements in conjunction with the Assistant Registrar (Training and Staff Development).
- Arrange interviews: time, venue, panelists and follow-up actions.
- Provide administrative support to interview panel.
- Respond to unsuccessful/successful applicants and checks references of successful applicants after interviews.
- Process employment requisitions from departments/sites, including renewal of extension for temporary employees.

➤ Duty: Administration

- Prepare/submit employment letters for the attention of the Director, Human Resources (DHR).
- Enter job application/employment data into Peoplesoft recruitment module.
- Complete corresponding action form for new employees and contract renewals.
- Dispatch signed action forms to Mona Bursary.
- Enroll new employees in the Superannuation Schemes, Health Insurance Scheme and Group Life Insurance Schemes.
- Ensure that arrangements are in place for relevant ASAP staff to receive employment entitlements such as Housing.
- Liaise with Senior Management, Department/Site Heads and Supervisors on employment matters.
- Prepare actions/staffing matters for Appointments Committees (ASAP, AT&S).

- Prepare papers for submission to university committees such as Appointments Committee (ASAP, AT&S).
- Prepare reports, papers to Appointments Committees and other committees on Employee Development issues using HRMIS.
- Take follow up actions on matters submitted to committees.
- Maintain a filing system for all documents, confidential and non-confidential and other work-related material, ensuring security and easy retrieval.
- Advise staff of the terms and conditions of service.

➤ **Duty: Staffing**

- Monitor individual probation periods and confirm employment status as necessary.
- Assist in the orientation/induction of new staff and newly promoted staff.
- Inform new employees about e-welcome package.
- Handle secondments and transfers.
- Handle termination (including retirement) procedures to ensure proper payment/separation.
- Track all contract end dates to ensure consistency.
- Track retirement dates and prepares retirement notification letters to staff/HOD/Sites.
- Prepare job/status letters.
- Send all requests for activation and de-activation of staff as required.
- Handle all staffing queries from departments/sites and staff.
- Conducts exit interview.
- Generate query reports from HRMIS such as establishment levels, turnovers and other relevant statistics.

- Provide administrative support to all staffing functions.

➤ **Duty: Performance Management**

- Assist in monitoring the local (Jamaica and UWI 14) performance management process.
- Receive annual employee performance appraisal reports for review and routes to Assistant Registrar (Staffing) for appropriate action.
- Participate in discussions between the Assistant Registrar (Staffing) and Departments/Sites to develop annual training plan with specific reference to training and development needs contained in performance appraisals.
- Participate in discussions, review recommendations on the appraisal forms with Heads of Departments/Sites and ESD colleagues for appropriate action.
- Assist in monitoring performance development/improvement plans for employees in conjunction with Heads of Departments/Sites and ESD colleagues.
- Update databases established to track performance appraisals submitted to ESD.
- Visit/make contact with Departments/Sites to discuss the performance management issues.

➤ **Duty: Training**

- Assist with training needs identification and training needs analysis.
- Monitor and evaluate training, ensuring that training is relevant, timely and cost effective.
- Ensure all training records (both historical and current) are accessible via the HRMIS (Peoplesoft).
- Ensure that training and related issues are dealt with expeditiously so that they do not become grievances.
- Provide training information and reports to facilitate succession planning and other management decisions.
- Participate in the Succession Planning Process inclusive of follow up of training and development needs related to succession planning.

- Communicate with Heads of Departments/Sites to discuss the status of employee development issues submitted to ESD for action.
 - Participate in the design and implementation of in-house training interventions.
 - Maintain an up-to-date list of internal and external training resources.
- Undertake any other related duties that may be assigned by the Senior Assistant Registrar, ESD Operations Jamaica and UWI 14, or designated person.

SALARY RANGE

- JMD \$1,530,987.00 – JMD \$1,942,014.00
- 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 – April 30, 2026

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