



CHAGUARAMAS DEVELOPMENT AUTHORITY (CDA)

VACANCY ADVERTISEMENT

MANAGER HUMAN RESOURCES AND ADMINISTRATION

Applications are invited from nationals of Trinidad and Tobago to fill the position of “**MANAGER HUMAN RESOURCES AND ADMINISTRATION**”.

JOB PURPOSE:

The Manager Human Resources and Administration is responsible for leading and strengthening the Authority’s people and administrative functions to support the CDA in achieving its strategic mandate. The role focuses on building a capable, engaged, and well-supported workforce through effective workforce planning, recruitment, training and development, compensation and benefits, performance management, and employee and industrial relations.

The position also ensures the efficient delivery of office and general administrative services, creating a work environment that is organised, responsive, and service-oriented. By developing and implementing practical policies, systems, and procedures, the Manager provides leadership and guidance that promotes fairness, accountability, and operational excellence, while aligning day-to-day activities with the Authority’s values, goals, and strategic priorities.

ESSENTIAL DUTIES:

1. Administer and continuously improve the Authority’s human resource policies, procedures, and programmes, including the development, implementation, and maintenance of the Employee Handbook, in collaboration with senior management.
2. Lead and manage all recruitment, selection, on-boarding, orientation, career-pathing, exit interviewing, and outplacement processes to ensure the attraction, development, and retention of a high-performing workforce.
3. Design, develop, and administer human resource strategies, programmes, and guidelines that align workforce capabilities with the Authority’s strategic objectives.
4. Engage proactively with management to identify current and emerging human resource needs, recommend practical solutions, and address workplace challenges in a timely and effective manner.
5. In consultation with the Legal Department coordinate, and manage the Authority Industrial Relations matters, including collective bargaining negotiations, grievance handling, dispute resolution, and representation before the Industrial Court.
6. Lead the implementation, administration, and continuous improvement of the performance management system, including performance development plans and employee development initiatives.

7. Build and maintain effective working relationships with management at all levels to support organisational effectiveness and sound people-management practices.
8. Provide expert advice to management on human resource matters, including policy interpretation, performance management, employee relations, and sensitive or complex issues, and recommend policy and procedural changes in accordance with legislative requirements.
9. Monitor and evaluate best practices in human resource management, maintain current knowledge of employment legislation and industry trends, and ensure the Authority's ongoing compliance with applicable laws and regulations.
10. Develop, implement, and maintain a comprehensive Succession Planning framework to support leadership continuity and organisational sustainability.
11. Plan, direct, supervise, and coordinate the activities of staff responsible for employment administration, compensation, labour relations, employee relations, and general administrative services.
12. Responsible for planning, directing, supervising and coordinating work activities of subordinates and staff relating to employment, compensation, labour and employee relations.
13. Ensure the effective administration of the Authority's compensation and benefits programmes in compliance with Collective Agreements, policies, and approved procedures.
14. Develop and implement a comprehensive, organisation-wide Training and Development Plan, including training needs assessments, management development programmes, and evaluation of training effectiveness in support of organisation objectives.
15. Promote a culture of trust, transparency, and open communication, ensuring disputes and workplace conflicts are addressed promptly and fairly.
16. Provide consistent, fair, and informed guidance to management and employees in accordance with established policies, legislation, custom, and accepted practice.
17. Ensure disciplinary and corrective actions are conducted in compliance with Collective Agreements, applicable legislation, and the Authority's established procedures.
18. Ensure the effective utilisation of the Human Resource Information System (HRIS) to support workforce planning, reporting, and evidence-based decision-making
19. Establish, monitor, and report on key human resource metrics and performance indicators aligned with the department's strategic and operational objectives.
20. Develop and manage the department's operating budget in accordance with organisational policies, ensuring fiscal discipline and adherence to approved financial limits.
21. Perform other related duties as assigned by Management, consistent with the scope and responsibilities of the position.

JOB REQUIREMENTS

(a) Knowledge

- Multiple human resource functions including compensation, employee development, performance management, change management, industrial relations and recruitment.

(b) Skills

- Strong interpersonal skills, good oral and written communication and presentation skills, time and resource management, strong leadership, team building, analytical skills and negotiating skills. Relationship building, negotiating and managing conflict.

(c) Ability

- To analyse data, policies and procedures and provide recommendations to management.
- Coach Supervisors/Managers on HR/IR related matters.
- Ability to organize and manage multiple priorities in a challenging environment with strict deadlines.

(d) Responsibility

Administration of the company's human resource management functions.

(e) Other Attributes

- Results oriented.
- Team player.

JOB SPECIFICATIONS

(a) Education/Training

- BSc. Degree in Human Resource Management (HRM) or Industrial Relations, a Bachelor's Degree in Management or Social Science with a major in Human Resource Management; and/or
- Master's degree in HRM or related field would be an asset.

Programmes must be from accredited institutions.

(b) Experience

- Minimum eight (8) years' experience in Human Resource Management with at least three (3) years at Management Level in a unionised environment with four (4) years' experience in Industrial Relations.
- Proven experience in handling matters at the Ministry of Labour and Industrial Court.
- Experience in negotiating terms and conditions with workers' union/s.

(c) Certificates and Licences

- Certificate of Character dated within the last six (6) months

(d) Required Testing

The successful candidate will be required to undergo:

- A full Medical Examination (inclusive of substance testing) to establish fitness for the position
- A Psychometric Assessment

(e) References

Applicants must include the names of three (3) work-related references.



SUBMISSION OF APPLICATION

Applicants must submit a resume and job application letter addressed to:

General Manager
Chaguaramas Development Authority
Airway Road
Chaguaramas

E-mails can be submitted to careers@chaguaramas.com

DEADLINE FOR SUBMISSION OF APPLICATION

Deadline for the submission of applications: **Monday 9th March, 2026**

We thank all candidates for their interest however, only suitable applications will be acknowledged.

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