



<b>Job Title</b>	Director.	<b>Position Type</b>	Full Time
<b>Department</b>	Human Resources & Administration Department	<b>Level</b>	High
		<b>Min. Expr Required</b>	10 years

**JOB OVERVIEW**

The Director as Head of Human Resources and Administration Department reports to the Governor of the Bank. Your responsibilities would be managing the Human Resources as well as the General Administration Services Functions within the Bank of Guyana.

**ROLE AND RESPONSIBILITIES**

- **Strategic HR Planning:** Developing and implementing HR strategies aligned with the organisation’s overall objectives and goals.
- **Talent Acquisition and Management:** Overseeing the recruitment, selection and onboarding processes; developing strategies for attracting and retaining top talent; managing employee performance and development.
- **Compensation and Benefits:** Designing and managing competitive pay and benefits programs and the staff retirement scheme; ensuring compliance with applicable laws and regulations.
- **Employee Relations:** Promoting positive employee relations by handling grievances, disputes, and disciplinary actions; fostering a healthy and inclusive work environment.
- **Policy Development:** Establishing and implementing HR and Administration policies and procedures that align with legal requirements and best practices.
- **Training and Development:** Identifying training needs, designing and delivering employee training programs to enhance skills and competence.

- HR Compliance: Ensuring compliance with labour laws, regulations, and internal policies; keeping up to date with changes in relevant legislation.
- HR Metrics and Analytics: Collecting and analyzing HR data to measure key metrics and provide insights for decision-making.
- HR System Implementation: Overseeing the implementation and management of human resources information systems (HRIS) for efficient record-keeping and data management.
- Other support services: Overseeing staff travel and other activities.
- General Administration Services: Overseeing the purchasing function and other support services that are required by the Bank.
- Leadership and Collaboration: Leading and managing the HR and Admin team; collaboration with other departments and senior management to achieve organizational objectives.
- Any other duties that may be assigned.

**Qualifications and Experience/Competencies:**

- Masters Degree in Human Resource Management, Business Administration, Personnel Management, Labour Relations or any other relevant area and at least five (5) years relevant experience at middle or senior Management.

OR

- A Degree in Human Resource Management, Business Management, Public Management, Psychology ten years (10) relevant experience, five (5) of which should be in a supervisory capacity.

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than

**FRIDAY, MARCH 1, 2024** and should be addressed to:

**THE GOVERNOR  
BANK OF GUYANA,  
P. O. BOX 1003,  
1 CHURCH STREET & AVENUE OF THE REPUBLIC,  
GEORGETOWN.**

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.