

STRATEGIC LEADERSHIP OPPORTUNITY Human Resources Officer



St. John's Credit Union Ltd. is excited to announce the launch of our new Strategic Plan as **we build a strong social and financially sustainable future for our members.**

To drive our Strategic Plan, enhance our services and advance growth through visionary leadership, we are seeking a dynamic, forward-thinking and highly motivated professional to join our management team as **Human Resources Officer (HRO).**

Qualifications and Competencies:

- Bachelor's degree or equivalent qualification in human resource management.
- Minimum of 3 years of management experience in the human resources field.
- Good working knowledge of industrial relations and the labour laws of Belize.
- Ability to work with limited supervision while maintaining high productivity and accuracy.
- Ability to write or remediate policies, procedures and reports, as needed.
- A positive attitude and strong interpersonal skills.
- A strong desire for continued growth and learning.

Duties and Responsibilities:

- Manage employee recruitment and development to facilitate the employment of a competent workforce.
- Effectively manage the credit union's performance management system.
- Establish and implement effective training and development plans and programs.
- Lead the preparation and maintenance of records and reports as are necessary to carry out the HR functions of the credit union and to track strategic goal accomplishment.
- Manage, oversee and advise on the payroll, compensation and benefits functions and records.
- Develop and administer programs, policies, procedures, and guidelines to help align the workforce with the strategic goals of the credit union.
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

Submit application letter, CV, and three (3) professional references
with subject "Application for HRO Vacancy" by Tuesday, January 21, 2025 to:
recruitment@sjcu.com.bz

Visit **[www.sjcu.com.bz /recruitment](http://www.sjcu.com.bz/recruitment)** for details.