

CAREER OPPORTUNITY

Applications are hereby invited for the position of Manager – Human Resources in the Human Resources Department. Applications should be submitted to humanresources@firstcitizensbb.com on or before July 31, 2025.



Human Resources Department Manager – Human Resources (M2) (One-Year Contractual Assignment)

JOB SUMMARY

The incumbent will oversee the full suite of HR functions for First Citizens Bank Barbados – including strategic projects, talent acquisition, compensation and benefits, industrial relations, talent development and performance management. You will be responsible for executing the HR strategy in the Barbados market, developing staff engagement and retention initiatives, leading negotiations and industrial relations matters.

KEY DUTIES AND RESPONSIBILITIES

- Develop and implement HR strategy and projects aligned with the Bank's strategic goals.
- Lead full-cycle recruitment and selection, ensuring timely placement in key roles.
- Oversee employee benefits administration, leave management, and health plan reviews.
- Advise on and implement Group HR policies ensuring compliance and consistency.
- Design and deliver training and development plans based on organizational needs.
- Oversee Reward and Recognition programs, ensuring alignment with policy.
- Manage the Employee Engagement initiatives in alignment with the Bank's strategy goals.
- Administer the performance management system and interventions to boost productivity.
- Maintain strong stakeholder relationships across Group units and external partners.
- Lead industrial relations, including union negotiations, grievances, and disciplinary processes.
- Monitor HR budgets and implement cost control measures.
- Provide HR support, mentorship, and guidance to internal staff.
- Support business continuity and participate in special projects and committees.

QUALIFICATIONS AND EXPERIENCE

- First Degree in a Business related field from an accredited University or other professional qualification from a recognized professional body and five (5) years related experience in Human Resources and at least two (2) of which must be at Management Level.
- Proven capability to lead teams, inspire high performance, and build a strong HR function.
- Strong interpersonal skills to mentor and support staff growth and development.
- High level of self-awareness, empathy, and maturity when handling sensitive employee matters.
- Excellent verbal and written communication, including report writing and policy interpretation.
- Strong analytical skills to resolve complex HR issues and make sound judgments.
- Ability to build effective relationships with executives, staff, unions, and external partners.