



# **CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons to fill the post of:

## **Human Resource Coordinator – Human Resource Department** **(Temporary – Six (6) months)**

### **JOB SUMMARY:**

Under the direction of the Human Resource Manager, the Human Resource Coordinator is responsible for the administration of the compensation and employee benefits programmes to include salary administration, health and retirement benefits. The incumbent will also be responsible for administering recruitment, selection and orientation activities.

### **EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- Bachelors Degree in Human Resource Management plus a minimum of four (4) years working experience in the human resource management field;
- Or Bachelors Degree in Social Sciences plus specialized training in human resource management and four (4) years experience in a comparable environment;
- Or any equivalent combination of education and experience

### **DUTIES AND RESPONSIBILITIES:**

- Coordinates a range of issues relating to compensation and benefits and ensures consistency in their implementation throughout the organization;
- Maintains knowledge of current government policies and orders affecting human resource management functions in order to provide accurate information and ensure compliance;
- Prepares letters and proposals regarding compensation and benefits
- Dedicated attention and monitoring of leave records for all staff to ensure that 100% compliance is achieved.
- Administers health and welfare plans including enrollments, changes and terminations;
- Prepares salary verification and reference letters for staff;
- Participates in the planning and implementation of staff welfare activities to ensure team building and the maintenance of harmonious employee relations;
- Coordinates recruitment services such as interviewing, assessment centers and orientation processes

Applicants are invited to submit their application no later than **Wednesday, May 17, 2023**, to:-

The Human Resource Department  
NATIONAL HEALTH FUND  
The Towers, 6<sup>th</sup> Floor, 25 Dominica Drive  
Kingston 5  
Fax: (876) 906-1105 Email: [vacancies@nhf.org.jm](mailto:vacancies@nhf.org.jm)

NB. We appreciate all responses **BUT** only short listed candidates will be contacted.