

VACANCY: RECRUITMENT AND WORKFORCE PLANNING OFFICER

UTech, Jamaica Broadcaster

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UNIVERSITY OF TECHNOLOGY, JAMAICA

"EXCELLENCE THROUGH KNOWLEDGE"

VACANCY

Division of Human Resources and Administration

The University of Technology, Jamaica (UTech, Jamaica) seeks to identify a suitable candidate to fill the following post:

RECRUITMENT AND WORKFORCE PLANNING OFFICER (LEVEL 8)

Undertake activities and programmes in accordance with established policies, procedures and rules to source, recruit, select and retain the organization's employees and handle employee separations. Develop and maintain a manpower plan for the University.

Requirements:

The preferred applicant should possess:

- Masters Degree in Human Resources Management or equivalent qualifications from a recognized tertiary institution.
- Knowledge of the Jamaican Labour Laws, recruitment and selection techniques and the Public Sector Staff Orders
- Sound knowledge of principles and practices relating to workforce planning and forecasting, recruitment and selection.
- Knowledge of UTech's human resource policies and procedures.
- Excellent oral and written communication, interviewing skills, time management, organizational, planning and analytical skills.
- Three (3) years related experience in a Human Resource Department.

Interested persons seeking a career opportunity who meet the specified requirements are invited to submit electronically a job application letter and a detailed resume with subject line **Recruitment & Workforce Planning Officer** for consideration to hrm@utech.edu.jm by 3:45 p.m. on **June 12, 2023**, or addressed to:

Vice President and Chief Human Resource Officer
Division of Human Resources & Administration
University of Technology, Jamaica
237 Old Hope Road, Kingston 6

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED