

MINISTRY OF FINANCE
VACANCY FOR ADMINISTRATIVE ASSOCIATE (Human Resources)
HUMAN RESOURCES & SUPPORT SERVICES SECTION

Applications are invited from suitably qualified college graduates between the ages of twenty (20) years and thirty (30) years to fill vacancy for Administrative Associate (Human Resources) in the Human Resources & Support Services Section of the Ministry of Finance.

- **Applicants must possess a Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, Office Management or related area. Preference would be given to persons with qualifications/background in the human resources area.**

- **Competencies/Skills Required:**

- i) Excellent verbal and written communication skills
- ii) Computer skills (Microsoft Word, Excel and Power Point)
- iii) Research and analytical skills
- iv) Office and customer services experience would be an asset
- v) Limited computational skills
- vi) Ability to work with limited supervision, independently and manage time effectively
- vii) Ability to work as part of a team
- viii) Ability to exercise initiative and sound judgment
- ix) Strong commitment to confidentiality and professionalism

- **Post Summary:**

Under general direction of Head of Human Resources & Support Services Section, provide assistance and support related to human resource and general administration tasks, in accordance with established procedures and policies.

- **Specific Duties and Responsibilities of the post include:**

- A. **HR Database System and Reports**
Assist in the development and maintenance of HR database system and generate reports including (but not limited to) the following:
 - General Information
 - Positions/Job Descriptions
 - Academic Qualifications/Training
 - Employee Performance Appraisal Records
 - Leave Records
 - Attendance/Punctuality Records.
- B. **Health & Safety Matters**
 - Maintain record of workplace accidents/injuries/illnesses
 - Register workplace incidents to ensure that corrective measures are taken to eliminate or reduce such occurrences
 - Follow up with relevant agencies regarding rulings and benefits regarding workplace accidents/injuries.
- C. **Staff Engagement Activities**
 - Assist in the development and execution of staff events, training, wellness and other employee engagement activities
- D. **General Administration Matters:**
 - Drafting of correspondence regarding general administration matters.
- E. Any other human resource/general administrative duties assigned.

The position is on contractual terms for a period of two (2) years at a fixed annual salary of \$30,000 and payment of 15 percent gratuity upon successful completion of the contractual term.

Application Submission Deadline: 20th, March 2020

A resume and a completed Government Employee Application Form should be scanned and submitted electronically to mofjobs@bahamas.gov.bs. The Government Employee Application Form is available online at: <https://bit.ly/2MBy84e>

Place the job title in the subject line when submitting your email (e.g. Job Application: Jr. HR Specialist) Include proper contact details (email address, telephone contact) should we wish to reach you. Applicants that do not have the basic qualifications will not be considered.