

BARBADOS WATER AUTHORITY



VACANCY

SENIOR HUMAN RESOURCES OFFICER - PENSIONS AND EMPLOYEE BENEFITS AND COMPENSATION

The Barbados Water Authority (BWA) is seeking to fill the vacant position of **Senior Human Resources Officer – Pensions and Employee Benefits and Compensation**. The successful candidate will work under the supervision of the Director of Human Resources Management and Development.

CORE RESPONSIBILITIES

- ❖ Liaise with Barbados Water Authority's Actuaries, Pension Plan Administrator and relevant Government Agencies to ensure that the Barbados Water Authority's Pension and Group Life Plans are administered in an efficient and effective manner and in compliance with the provisions of the Occupational Pension Benefits Act Cap.350B;
- ❖ Liaise with Insurance Service Providers and relevant Government Agencies, including Personnel Administration, Accountant General and the Auditor General etc., to ensure that BWA employees receive retirement benefits consistent with the provisions outlined in the Statutory Corporations Pension Fund (SCPF) or any other related pension agreement administered on behalf of the Barbados Water Authority;
- ❖ Advise employees on matters pertaining to their pensionable service, including the options available at retirement and the process for accessing their retirement benefits.
- ❖ Provide guidance and assistance to employees in completing the necessary documentation and liaise with Insurance Service Providers and retirees to facilitate payment of retirement benefits;
- ❖ Ensure that employees are properly advised and provided with the appropriate documentation to facilitate any adjustments they might wish to make to their choice of beneficiary;
- ❖ Ensure that new employees are included in the Pension Plan on completion of the requisite years of service with the BWA;
- ❖ Maintain updated record of all employees who are members of the Pension and Group Life Plans to respond in a timely manner to any queries from the Actuaries and/or Insurance service provider;
- ❖ Monitor extensions of sick leave by employees to ensure that the necessary action is taken by BWA policy to determine their availability for future service with the Authority;
- ❖ Review and verify monthly invoices submitted for payment by the Insurance Service Provider Re: Group Life Plan;
- ❖ Assist in communicating and implementing HR policies and initiatives in particular those relating to pensions and other employee benefits;
- ❖ Prepare reports/updates on changes to the Pension and Group Life Plans or other matters that require Management and Board's review and approval;
- ❖ Prepare and submit to the Director of Human Resources Management and Development monthly reports on activities in your area of responsibility;
- ❖ Assist with the preparation of Operating and Capital Budgets for the Human Resources Department; and
- ❖ Any other related duties as assigned by the Director of Human Resources Management and Development or her designate.

QUALIFICATIONS AND EXPERIENCE

- ❖ A BSc Degree in Human Resources Management, Management, Public Sector Management or a related discipline; and
- ❖ a minimum of three (3) years' post-qualification experience in the related field.

ATTRIBUTES, COMPETENCIES AND KNOWLEDGE

- Must be highly confidential;
- Excellent research and analytical skills;
- Performance driven and results oriented;
- Possess leadership and problem solving skills;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Sound knowledge of employment law and industrial relations;
- Pays attention to details and is well-organised;
- Possess initiative and the ability to work with minimum supervision;
- Working knowledge of HRplus Information System or other human resources information system would be an asset; and
- Computer literate and possess knowledge of Microsoft Office Suite.

SALARY

The successful candidate will receive an attractive salary package.

Applications with full curriculum details should be emailed to **HR@bwa.gov.bb** or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority
Pine Commercial Estate
The Pine
St Michael

The closing date for receipt of applications is **January 13, 2025**.

Unsuitable applications will not be acknowledged; only shortlisted candidates will be contacted.