



VACANCY WITHIN THE NATIONAL SOLID WASTE MANAGEMENT AUTHORITY

EMPLOYEE RELATIONS OFFICER

The National Solid Waste Management Authority (NSWMA) invites applications from suitably qualified persons to fill the position of **Employee Relations Officer**.

The successful candidate will report to the Human Resource Manager with the responsibilities for a range of activities related to employee and labour relations. The incumbent will work with various levels within the Organization to ensure that a harmonious employee relations climate is created and maintained, working in partnership with unions, management and staff in keeping with the established policies, procedures and standards.

QUALIFICATIONS REQUIRED

Education/Experience:

- Bachelors of Science Degree in Industrial Relations, Human Resource Management or related subject areas;
- 2-3 years' experience in a human resources role with the primary responsibilities of employee relations/industrial relations;
- Thorough knowledge of the philosophies, principles and practices of human resource management and labour laws;
- Computer Literacy with sound knowledge in Microsoft Word/Excel.

Specifications:

- Ability to communicate effectively at all levels;
- Strong organizational skills with the ability to manage multiple tasks;
- An aptitude to follow written and oral instructions;
- Ability to carry out tasks without constant supervision;
- Sound time management skills;
- Ability to exercise initiative, good reasoning and sound judgement.

Applications with Résumés should be sent by **Friday, January 13, 2023**.

**The Human Resource Department
National Solid Waste Management Authority
61 Half Way Tree Road
Kingston 10**

Email: applications@nswma.gov.jm

Only shortlisted candidates will be contacted.