

# CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



## Programme for Building Regional Climate Capacity in the Caribbean (BRCCC Programme)

### APPLICATION PROCESS

<b>Application Deadline</b>	22 April 2016
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Applications (Cover letter, curriculum vitae, certificates and the contact information for two professional referees) should be addressed to:

David A. Farrell, Ph.D., P.G.  
Principal  
Caribbean Institute for Meteorology and Hydrology  
Husbands  
St. James  
Barbados

Applications can be sent via email to [hrdept@cimh.edu.bb](mailto:hrdept@cimh.edu.bb) with **BRCCC-2016 Human Resources Specialist** in the Subject Line

**Only shortlisted candidates will be contacted for an interview.**

# CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



## **Programme for Building Regional Climate Capacity in the Caribbean (BRCCC Programme)**

### **HUMAN RESOURCES SPECIALIST**

#### **TERMS OF REFERENCE (TOR)**

#### **1. INTRODUCTION**

The impacts of climate variability and change pose a serious threat to the social and economic development of the Caribbean region. These impacts include damage and loss associated with changing weather and precipitation patterns, more frequent and intense storms, more frequent and intense flooding and drought; sea level rise that is accelerating coastal erosion and threatening infrastructure; saltwater intrusion to coastal aquifers that threatens freshwater supplies; and increased air and sea surface temperatures that influence hurricane severity. These impacts are projected to be exacerbated in the coming years, threatening infrastructure, energy production, economic activity, agricultural productivity, coastal ecosystems and reefs, fisheries, industrial production, urban and rural development, community livelihoods and well-being.

To address these and other constraints, the American People, through The United States Agency for International Development (USAID), are funding a programme to build regional capacity for adaptation to climate variability and change (BRCCC Programme) in the Eastern Caribbean, in partnership with the World Meteorological Organisation (WMO) and the Caribbean Institute for Meteorology and Hydrology (CIMH). The programme supports the establishment of a WMO designated Regional Climate Center (RCC) for the Caribbean, housed at CIMH. The funds being provided are to strengthen the CIMH to support its ability through:

1. Supporting institutional enhancements;
2. Increasing the range of products and services delivered to stakeholders;
3. Enhancing human and technical capacities at the CIMH and in National Meteorological and Hydrological Services (NMHS) in the Caribbean; and
4. Improving service delivery mechanisms to national, regional and international stakeholders.

## **2. ABOUT THE CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY**

The Caribbean Institute for Meteorology and Hydrology (CIMH) is an Institution of the Caribbean Community and the technical Organ of the Caribbean Meteorological Organization. The mandate of the CIMH is to assist in improving and developing the Meteorological and Hydrological Services as well as, providing the awareness of the benefits of Meteorology and Hydrology for the economic well-being of the 16 CIMH Member States<sup>1</sup>. This is achieved through training, research, investigations, and the provision of related specialized services and advice.

In achieving its mandate, the CIMH has established an affiliation with the University of the West Indies where its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the Faculty of Pure and Applied Sciences. The CIMH is also recognized by the World Meteorological Organization (WMO) as (i) the WMO Regional Training Centre in the Caribbean for Meteorology and Hydrology and related disciplines, (ii) a Regional Instrument Centre for the Caribbean, (iii) Centre of Excellence in Satellite Meteorology Training and (iv) the WMO Regional Climate Centre (in demonstration phase) for the Caribbean.

In addition, the CIMH is a repository for the climate data from CMO Member States. The CIMH is also an important Caribbean centre for research and development related to Meteorology, Hydrology, Agro-Meteorology and Climate in the Caribbean. The CIMH is active in such areas of hydrological risk impacts forecasting and agricultural risks forecasting. The CIMH has strong collaborations with other Regional Institutions, national organizations in CMO Member States and the international community.

## **3. DESCRIPTION**

The Human Resources Specialist advises the Principal and Section Heads on HR policy development, directs and coordinates human resources activities such as employment, compensation, industrial relations, benefits, staff training, and employee services.

The primary role of the Human Resources Specialist is to develop and execute a progressive human resource strategy while ensuring that CIMH human resource management practices conform to industry best practices. The Human Resources Specialist will carry out key administrative responsibilities related to the maintenance and development of accurate employee records. Coach and develop different levels of management towards more effective approaches to human resources. S/he will facilitate the communication and cooperation between different levels of management and the CIMH staff. The Specialist may also carry out any other similar duties and responsibilities as may be assigned by the Principal.

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<sup>1</sup> Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts / Nevis, Saint. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands.

#### **4. DUTIES AND RESPONSIBILITIES**

##### **1. Provide strategic human resources management leadership and advice to the Principal, Section Heads and the staff of CIMH. The incumbent will:**

- a) Support the Employee Performance Assessment Process, by providing employees and managers with information about the process, policy, job descriptions and performance standards.
- b) Accurately prepare/revise all job descriptions and performance standards, discuss same with employees and their union representatives, prior to employee's performance assessment.
- c) Ensure that each employee is provided with an agreed job description and performance standards on his/her 1st day on the job.
- d) Manage and provide guidance for the formal assessment of all employees performance at least once annually and the development of Employee Development Plans to be put into action immediately thereafter.
- e) Track and record employees' performance and use the data to create an organization wide performance matrix and a human resource plan to annually assess future CIMH HR requirements.
- f) Evaluate and identify opportunities for training, personal and career development before the preparation of CIMH annual budget.
- g) Provide human resource management guidance and coaching to all Section Heads and Supervisors.
- h) Develop, and review annually the CIMH's human resource policy manual.
- i) Engage in researching best-fit HR practices and submit proposed policy document to improve individual and company's performance.
- j) Maintain employee confidence and protect CIMH's operations by keeping human resource information confidential.

##### **2. Oversee talent acquisition, training and leadership development, and career development. The incumbent will:**

- k) Work with Section Heads to have advertisements for vacant positions drafted and approved for publication.
- l) Make arrangement for screening and interviewing of prospective job candidates.
- m) Prepare and submit to the Principal full written reports of the interviews of prospective job candidates to include information on reference checks, confirmation of employment history, and competencies for making final selection decisions.
- n) Prepare employment contracts in full compliance with the CIMH's HR and employment policies and procedures.
- o) Plan and conduct new employee orientation to foster positive attitude toward CIMH goals.

- p) In consultation with the new employees' supervisor/manager, ensure the timely conduct of probationary processes and assessment.
- q) Assist and support Section Heads and supervisors in the conduct of annual performance assessments and in the identification of and recruitment of potential candidates for internal development immediately upon conclusion of the annual employee assessment report.
- r) Manage and lead the preparation of employee separation notices and related documentation, and conducts exit interviews.

**3. Plan and administer the human resources function in a manner that informs effective decision-making throughout the organization. The incumbent will:**

- s) Ensure that data on attendance and punctuality are compiled and recorded daily and a summarized report is shared with the Payroll function.
- t) Keep current and confidential employees files with all HR related information passed between the employees and the company.
- u) Track and keep a current record of all employees' vacation leave, sick leave and other absences.
- v) Prepare reports and recommends procedures to reduce absenteeism and turnover.
- w) Keep a current record of issuance of uniforms, safety equipment and other relevant items to all employees.
- x) Investigate accidents and prepare reports for insurance carrier.
- y) Attend Safety Committee meetings.

**4. Advise management on development and interpretation of labour relations policies, practices and appropriate labour laws. The incumbent will arrange and schedule meetings to investigate and resolve grievances between parties in a labour dispute.**

**5. Administer employees' benefits and recreational activities.**

**6. The incumbent will supervise administrative and auxiliary staff as assigned by the Principal.**

**5. PROFESSIONAL REQUIREMENTS**

- a. Education & Experience: A Bachelor's' degree in Business Administration, management Studies, and Human Resources Management. Candidate with a Master's in Human Resources Management or related field will be preferred.
- b. At least 10 + years' experience in a Human Resources Management position with specific knowledge in:
  - Hiring/recruiting
  - Benefits administration
  - Performance management
  - Fairness/disciplinary process
  - Wage structuring and administration
  - Labour relations and Negotiation skills
  - Communication and Interpersonal skills

- c) Strong written and oral skills
- d) An ability to manage differences
- e) Excellent discussion skills
- f) Strong analytical skills
- g) Computer and IT Skills
- h) Proficiency in Microsoft Office suite – Word, excel and power point

## **6. ADDITIONAL REQUIREMENTS**

The successful candidate should be (i) performance driven, (ii) able to work independently, (iii) able to function in a highly dynamic and collaborative work environment and (iv) able to work effectively with diverse stakeholders including persons from government officials, social scientists, natural scientists and sector specialists.

## **7. REMUNERATION & BENEFITS**

The compensation will be commensurate with academic background and experience. The ideal candidate should be a mid-career professional. A non-contributory medical plan is being offered.

## **8. EXPECTED START DATE**

The expected start date is the **1 June 2016** or soon thereafter.

## **9. PLACE OF WORK**

The candidate is expected to reside in Barbados during the period of employment under the project. The CIMH is an equal opportunity employer.