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## Human Resources Department

The Human Resources Department announces a vacancy for the position of Assistant Vice President in the Human Resources Department.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs) on or before 21<sup>st</sup> June 2022. Kindly make the position title the subject of email.



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>ASSISTANT VICE PRESIDENT, HUMAN RESOURCES</b>
<b>TYPE OF VACANCY</b>	<b>CONTRACT</b>
<b>REPORTS TO</b>	<b>VICE PRESIDENT, HUMAN RESOURCES</b>
<b>DEPARTMENT</b>	<b>OFFICE OF THE VICE PRESIDENT. HUMAN RESOURCES DEPARTMENT</b>
<p><b>SUMMARY:</b> Chartered on 10th November 2016, University of The Bahamas(UB), the national university of the Commonwealth of The Bahamas, is a vital catalyst for national development. UB evolved out of The College of The Bahamas which was established in 1974.</p> <p>The Assistant Vice President of Human Resources (AVP–HR) will be responsible for managing the daily operations of the Human Resources Department. The position will also be responsible for contributing to the overall strategic objectives of the Department, and will assist the Office of the Vice President, relative to the coordination and implementation of HR policies, programs and initiatives that will improve recruitment, employee development, retention and the overall efficiency of the major HR functions.</p>	
<p><b>SPECIFIC DUTIES &amp; RESPONSIBILITIES:</b> The duties and responsibilities of the Assistant Vice President - HR, include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Lead the direction of the Office staff by coordinating and managing their Human Resources functions for each of their assigned group of business units;</li> <li>➤ Provide oversight over the HR Service Center and its staff;</li> <li>➤ Using best practices, stay abreast of the latest trends in the field of HR while serving as the main point of contact for the HR Generalist’s responsibilities which include managing all facets of the Human Resources process for an assigned customer base;</li> <li>➤ Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change;</li> <li>➤ Design, deliver and implement professional development, continuous learning and succession planning programs for assigned business units in order to help drive talent management, employee engagement and performance management;</li> <li>➤ Support HR management by providing human resources advice, counsel, and decisions; analyzing information and applications;</li> <li>➤ Ensure that all performance appraisals are based off performance outcomes beneficial to UB’s strategic direction;</li> <li>➤ Oversight over reclassification process and ensure promotions are aligned with the University’s strategic goals.</li> <li>➤ Work in conjunction with General Counsel in providing information for employment offers, contracts, and other matters related to investigations, Labor and Employee Relations.</li> <li>➤ Investigate and work to resolve employee performance issues. Provide oversight to leadership and development programs for all employees and manage the annual</li> </ul>	

## POSITION ANNOUNCEMENT

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- performance evaluation process;
- Develop, coordinate, and sponsor campus-training programs related to driving training in HR operations and employee relations. Create best practices and developmental communities of practices between HR Professionals in order to increase skill sets;
  - Provide oversight over the content of information on the website to ensure accurate and up-to-date information and the professional appearance for internal and external job applicants that integrate marketing the University as an Employer of Choice;
  - Forecast and anticipate openings or new positions and plan ahead to ensure adequate time for ad placement;
  - Act as Recruiter for all Senior Level positions and ensure all HR Professionals initiate new employee on-boarding in order to create an engaging and welcoming experience within each of their assigned business units;
  - Survey search committees to evaluate the recruiting process and apply knowledge to continuous improvement strategies. Ensure HR professionals prepare search committees and hiring managers within assigned customer units on the tools necessary to execute a successful search;
  - Ensure respective business unit supervisors receive training on conducting effective merit appraisals for employees on the process;
  - Ensure merit increases are delivered within the same pay period.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent organizational skills and attention to detail;
- Strong analytical and problem solving skills;
- Strong supervisory and leadership skills;
- Proficient with Microsoft Office Suite of products;
- Very good conflict resolution skills;
- Excellent verbal and written communication skills;
- Knowledge of and experience with varied human resources information systems;
- Thorough knowledge of employment laws and regulations;
- Strong ability to prioritize tasks and to delegate when applicable;
- Ability to effectively function in multi-faceted environment;
- Excellent customer service skills;
- Mentoring and coaching experience;
- Ability to manage budgets and ensure cost-efficient and timely implementation; and
- Excellent interpersonal skills and ability to understand client needs.

### **In addition, the successful candidate will demonstrate:**

- Experience in successfully leading and implementing change, preferably in an academic environment;
- Capacity to assist in helping The University meet its vision, mission and goals;
- Success at managing people and human resources initiatives;
- Team building skills.



## POSITION ANNOUNCEMENT

### QUALIFICATIONS:

- Master's degree in Human Resources, Business Administration or related field;
- At least ten (10) years of work experience at a leadership level

<b>Salary Grade</b>	<b>Contractual</b>
<b>Date Published</b>	<b>May 25, 2022</b>
<b>Application End Date</b>	<b>June 21, 2022</b>
<b>Date to be Removed</b>	<b>June 22, 2022</b>

**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](https://ub.edu.bs/Application-for-Employment-Staff.pdf));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

**Applications will NOT be considered without the complete package.**

**Email Address:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
**Subject:** Assistant Vice President, Human Resources  
**Attn:** Vice President, Human Resources

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Vice President, Human Resources.*