



## GOVERNMENT OF GRENADA

### VACANCY NOTICE

August 8th, 2025

**Job Title:** Director of Human Resources

**Department:** Human Resources

**Reports To:** Permanent Secretary of the Ministry of Health

#### POSITION SUMMARY:

The **Director of Human Resources** is a key member of the hospital system's management team, responsible for leading the design, development, and execution of a comprehensive human resources (HR) strategy. This role provides strategic direction and operational oversight for all HR functions, including workforce planning, recruitment, staff development, performance management, policy development, employee engagement, and HR compliance. The Director will play a critical role in shaping the hospital system's culture, building leadership capacity, and positioning the Grenadian hospital system as an employer of choice in the region.

#### QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Healthcare Administration, or related field required; Master's degree preferred.
- Minimum of 6-8 years of progressive HR experience, including at least 1-2 years in a leadership or management role.
- Experience in a hospital, healthcare, or complex service organization is strongly preferred.
- Demonstrated ability to support organizational change and contribute to building high-performing teams.
- Solid understanding of employment law, employee relations, and HR best practices.
- Strong interpersonal, communication, and conflict resolution skills.
- Experience with implementing or improving HR systems and supporting organizational development initiatives.

## **KEY RESPONSIBILITIES:**

### **Strategic HR Leadership**

- Provide high-level guidance to the Ministry of Health and senior hospital leadership on human capital planning and workforce strategy.
- Build and implement an HR vision that aligns with the hospital system's growth objectives and operational needs.
- Develop HR metrics and reporting tools to inform leadership decision-making.

### **Talent Acquisition & Workforce Planning**

- Lead the hospital system's recruitment and selection processes to attract high-quality clinical and non-clinical talent.
- Establish workforce plans and staffing models to meet service delivery demands.
- Drive employer branding efforts to promote the hospital system as a leading healthcare employer in the region.

### **Training & Development**

- Design and implement a structured learning and development framework.
- Promote continuous professional development and skills-building across all levels.
- Support leadership development and succession planning for key roles.

### **Employee Engagement & Culture**

- Lead initiatives to strengthen employee engagement, satisfaction, and retention.
- Foster a positive organizational culture based on respect, accountability, and collaboration.
- Oversee staff recognition and wellness programs.

### **HR Policy & Compliance**

- Develop, implement, and maintain HR policies and procedures in compliance with national labor laws, international best practices, and hospital standards.
- Provide training to managers and staff on policy interpretation and application.
- Maintain awareness of regulatory and employment law changes, adapting HR practices accordingly.

### **Performance Management**

- Oversee the performance appraisal process, ensuring it is transparent, consistent, and development-focused.
- Collaborate with department heads to address performance issues constructively.
- Support the alignment of individual goals with organizational priorities.

## **HR Operations & Systems**

- Ensure accurate and confidential maintenance of personnel records, contracts, and leave data.
- Lead the implementation and optimization of HRIS systems.
- Monitor key HR data (e.g., turnover, vacancy rates, training completion) to support planning and improvements.
- Handle employee grievances, staff conflicts and try to resolve them in a professional and empathetic manner.
- Oversee employee disciplinary meetings, investigations and terminations, maintaining written records of same.

## **Fiscal Responsibility**

- Develop and manage the HR department's annual budget.
- Monitor staffing-related expenditures, ensuring cost-effectiveness and value for money in HR initiatives.

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## **SUBMISSION REQUIREMENTS:**

Interested individuals who meet the minimum qualifications are invited to submit their application (cover letter and CV) containing the names and contact info of two professional references. Applications should be submitted via email to the following addresses with the subject line “**Application: Director of Human Resources**” by September 8<sup>th</sup>, 2025.

### **To:**

**Ms. Andrea St. Bernard**  
Project Sponsor, Project Polaris  
Email: [astbernard@gov.gd](mailto:astbernard@gov.gd)

### **In copy:**

**Mrs. Kimica Hopkin**  
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