



## UTILITY REGULATION AND COMPETITION OFFICE

Applications are invited for the following post:

### Human Resources & Operations Manager

**Ref: OF12/22 Salary Range: CI\$75,852.00 – \$102,036.00**

The Utility Regulation and Competition Office (OfReg, the Office) is the independent multi-sector regulatory body with responsibility for the Energy & Electricity, Fuels, Information and Communication Technology (ICT), and Water and Wastewater sectors. The Office maintains regulatory oversight for all utilities providers in the Cayman Islands.

The Human Resources & Operations Manager provides and manages the delivery of comprehensive human resource and administrative support to the Office and contributes to OfReg's strategic planning by working closely with senior management to develop sound people management strategies that are in alignment with and support the strategic objectives of the Office. The Human Resources & Operations Manager is also responsible for supervising and assigning work within the administration team to ensure that all routine operational and administrative requirements are properly executed.

#### **Key areas of accountability include, but are not limited to:**

- Provide and manage the delivery of comprehensive human resource and administrative support to the Office and contribute to OfReg's strategic planning and business process development in relation to HR and administrative matters.
- Oversee the design, implementation, and management of the HR systems and its efficiencies, policies, and procedures to ensure office compliance and expectations are in line with: the Public Authorities Act, Labour and Immigration Acts, Health and Pensions Acts, Public Servants' Code of Conduct, and other applicable laws and regulations relevant to government sector.
- Prepare and process HR related correspondence in a timely manner, including forms and drafting correspondence to staff, departments, to include POCS and other relevant government agencies.
- Manage and administer all employee benefits and compensation programmes.
- Monitor staff and the completion of annual performance agreements/assessments, evaluate staff remuneration system, implement and manage staff training, manage all types of leave and absenteeism, maintain personnel files and provide support and guidance in staff management of disciplinary matters.
- Contribute to and manage the establishment of standard recruitment and selection practices: job descriptions and advertising, posting on various social media outlets, shortlisting of candidates, participating in interviews, vetting of applicants including candidate testing, contract negotiations and onboarding.
- Manage the Office's internship programs and their life cycles.
- Liaise with employees in relation to payroll matters, prepare and maintain related payroll records and related reports.

#### **Qualifications and Experience**

- A Bachelor's degree in Human Resource Management, Business Administration, or a related field.
- A post graduate degree in training, development, and/or diversity would be an advantage.
- A recognised human resource management qualification (Certificate in HRM, PHR, CHRP, SHRM) is desirable.
- A minimum of seven (7) years' progressive experience in human resource management and at least three (3) years of supervisory experience.
- Proven experience in designing human resources practices and programme development.
- Working knowledge of Cayman Islands employment laws and regulations is essential and knowledge of the acts related to public service would be an asset.

#### **Applications**

All applications must include (1) cover letter (2) Curriculum Vitae (3) OfReg application form and (4) two professional character references. All documents must be received for an application to be considered.

Detailed job description, OfReg application form and application notes are available online at: [www.ofreg.ky/job-opportunities](http://www.ofreg.ky/job-opportunities)

Interested persons should submit their curriculum vitae, application form and cover letter to: [recruitment@ofreg.ky](mailto:recruitment@ofreg.ky)

**Please submit the application form together with your curriculum vitae as a single PDF document.**

Application Closing Date: 27th December 2022