



## Career Opportunities

The National Carnival Commission (NCC) is responsible for the regulation, coordinating and conduct of all Carnival activities, as well as the development, maintenance and review of festivities throughout the country. The NCC invites suitable qualified persons to apply for the following positions.

### HUMAN RESOURCE MANAGER

The Human Resource Manager is required to plan, organise, direct, control and evaluate the operations of the Human Resource Department and develop and implement policies, programmes and procedures regarding HR planning, recruitment, collective bargaining, training and development and occupational classification. The incumbent will represent management and participate actively on various joint committees to maintain ongoing relations between management and employees.

#### **Primary Responsibilities:**

- Provides direction and guidance to staff on the interpretation and application of the HR policy of the NCC in keeping with the established procedures.
- Assists in the establishment of a Performance Appraisal System and coordinates and monitors the programme.
- Develop and implement labour relations policies and procedures and negotiates collective agreements.

#### **Key Competences:**

- Knowledge of strategic Human Resource Management principles and practise
- Extensive knowledge of modern office practise and procedures
- Ability to establish and maintain effective working relationships with other staff members.

#### **Education/Accomplishments**

- 5 years experience as a Personnel/Human Resource Manager or Specialist
- Bachelor's Degree in Human Resources, Business Management, Industrial Relations, Commerce or Psychology
- Completion of a professional development programme in personnel administration will be considered.

## LEGAL OFFICER

The Legal Officer will assist the Corporate Secretary in the application of legal principles to yield the greatest opportunities in minimising risks and maximising growth. The Legal Officer will provide legal advice and prepare a variety of legal documentation. The ideal candidate must be adept at establishing and cultivating effective relationships with clients, vendors, outside counsel, staff and colleagues as well as leveraging business acumen to advise the Executive Management team and the Board of Commissioners.

### **Primary Responsibilities:**

- Provide legal counsel on issues arising from the actual or anticipated lawsuits.
- Develop and implement process improvements to corporate policies and procedures for the NCC's operations and governance compliance purposes.
- Consult with required parties on issues regarding governance and the legalities of contemplated actions
- Ensure metrics are in place to improve compliance processes.

### **Key Competences:**

- Working knowledge of general, commercial, company and contract law.
- Ability to analyse case law and provide recommendations.
- strong critical reasoning skills, ability to think independently, analyse, understand and monitor external and organisational contexts.

### **Education/Accomplishments:**

- Bachelor of Laws Degree
- Legal Education Certificate
- Holder of a current practising certificate
- At least 3 years experience in a corporate environment
- 1-2 years experience in contract administration & knowledge of tendering and contract management
- 1-2 years experience dealing with copyright and entertainment law

### **How to apply**

**Please submit your resume, under the subject line stating Name, position being applied for and contact information, via email to: [k.gervais@ncctt.org](mailto:k.gervais@ncctt.org). Deadline for submission of applications is October 17, 2014**