



## **The Jamaica Urban Transit Company Limited**

***seeks to recruit***

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### **Human Resources Officer**

#### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- First Degree in Human Resource Management or related field
- At least Three (3) years working experience in a related position

#### **CORE FUNCTIONS:**

Reporting to the Human Resources Manager, the incumbent among other functions will be required to coordinate the recruitment and selection process for non-managerial staff, compile human resources statistics, update/prepare payroll information to reflect changes in employee status and safeguard the integrity of the Human Resource Management System (HRM).

*The successful candidate should also possess:*

- Sound knowledge of Jamaica's Labour Laws, including the Labour Relations Code and the LRIDA
- Sound judgement and excellent administration skills
- Excellent counselling and human relations skills
- Excellent oral and written communication skills and must be highly confidential
- Excellent interpretative and analytical skills
- Excellent time management and organization skills
- Strong interpersonal skills
- The ability to work on own initiative and under pressure
- The ability to work in an unionized environment
- The ability to pay keen attention to details
- Proficiency in the use of Microsoft Office Suite

Applications with detailed resumes should be sent by **December 15, 2022** to:

**Jamaica Urban Transit Company Limited**  
**Michael Manley Drive**  
**P.O. Box 575**  
**Twickenham Park**  
**Spanish Town**  
Email: [recruitment@jutc.com.jm](mailto:recruitment@jutc.com.jm)

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