



## **JOB RESPONSIBILITIES FOR Human Resources Director**

**The BVI Tourist Board & Film Commission** is currently accepting application for a dynamic and energetic Human Resources Director. The Human Resources Director will oversee all HR programmes: handle employee relations, manage budgets and expenses; hire employees; facilitate training and development and oversee employee benefits, etc.

### **JOB FUNCTIONS:**

- Manage the recruitment programme in collaboration with Director, including job placements and interviewing;
- Maintain, create and revise the Board's job descriptions as necessary;
- Revise the Board's Handbook on policies and procedures and ensure that each employee receives a copy;
- Recommend new policies and procedures to the Board for implementation;
- Manage the new employee orientations programme; ensure enhancements are added as needed;
- Manage the employee evaluation programme – advise managers of submissions, recommendations and reviews;
- Manage the benefits administration programme;
- Revise and administer compensation programme as necessary;
- Manage the HR records;
- Manage the expenses of the Department;
- Hold appropriate department and staff meetings; attend and contribute to Executive Team meetings;
- Facilitate and oversee the training and development programme for staff as appropriate;
- Manage the office administration of the Board;
- Manage the Guests Experience programme;
- Manage the Employee Relations programme, and revise as necessary;
- Facilitate and oversee the Employee Assistance programme and revise as necessary;
- Manage other projects and projects assigned by Director of Tourism.

Applications must be mailed to the following address on or before **6<sup>th</sup> July 2020**:

**Mrs. Kenisha Sprauve**  
**BVI Tourist Board & Film Commission**  
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