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Contact:
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Our client, the Trinidad and Tobago Trade and Investment Promotion Agency invites applicants for the position of:

Manager, Planning, Culture & Development

The Trinidad and Tobago Trade and Investment Promotion Agency Limited has been established with the aim of transforming and increasing the competitiveness of the trade and business environment of Trinidad and Tobago. The Agency seeks to strengthen and modernize the country's export and investment promotion institutional arrangements to be more 'high' profile and on par with similar regional and international agencies. The Agency is the country's premier trade and investment promotion agency.

The Agency is seeking to recruit a Manager, Planning, Culture & Development responsible for the Human Resource planning, development and recruitment activities undertaken by the Agency to ensure overall productivity of its workforce. The incumbent will be responsible for effectively building the people and culture capability of the organisation and managing various human resource programs, systems and procedures to aid in the attraction, retention and motivation of employees in accordance with policies and procedures..

Qualifications and Experience

- Bachelor's degree in HR Management, Business Administration, Business Management or related field from a recognised University
- 5-6 years' of HR Generalist experience preferably in HR Planning, Performance Management and Training & Development activities with 2 years at a managerial level

Qualifications and Experience (cont'd):

- Experience with administration, employee relations, performance management, recruitment, HRIS and training and development or comparable experience

Key Accountabilities:

- Support the development of organisational and HR strategy and HR Budget Estimates
- Assess the current and future manpower requirements for the Agency
- Manage the execution of HR strategy and policy across the Agency in alignment with the Strategic Plan
- Manage the recruitment and planning functions
- Manage the Employee Development and Performance management programmes and activities
- Support the maintenance of the Human Resource Information Systems
- Build and support the development of a high-performing culture and positive working environment across the Agency
- Review, approve and present reports to various internal and external stakeholders

Please forward a detailed resume in Word (doc.) format in confidence to:

PricewaterhouseCoopers Limited (PwC)
Executive Search.

Email: tt_recruitment@pwc.com

Closing date: 9 December, 2024