



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED
CANDIDATES FOR THE FOLLOWING POSITION WITHIN ITS HUMAN
RESOURCES DEPARTMENT, HEAD OFFICE:**
**HUMAN RESOURCES SPECIALIST,
PERFORMANCE MANAGEMENT**

OVERVIEW

The **Human Resources Specialist, Performance Management** is responsible for driving the design, implementation, and continuous improvement of the organisation's Performance Management System.

The incumbent will collaborate with leadership, HR teams, and employees to promote a performance-driven culture that aligns with the organisation's goals and objectives.

JOB SUMMARY includes

1. Interpret, advise, and ensure compliance with the Company's Human Resources policies, procedures, rules, and regulations
2. Design and implement performance management policies, tools, and frameworks to promote a high-performance culture
3. Coordinate and execute all performance management activities, ensuring timely and effective implementation
4. Regularly review and update the Performance Management System to maintain relevance and alignment with the Company's strategic goals
5. Contribute to strategic planning and change management initiatives
6. Collaborate with the Manager, Human Resources, to align performance outcomes with the organisation's compensation, recognition, and reward systems
7. Work together with the HR Specialist, Training and Development, to deliver training sessions and workshops to managers and employees on goal setting, performance review processes, and feedback techniques
8. Identify performance gaps and work with managers to develop and monitor Performance Improvement Plans
9. Assist in the annual development and implementation of workforce strategies and human resource planning models, including the identification of competency, knowledge, and talent gaps



10. Conduct performance management surveys, analyse data, and prepare reports to evaluate trends at the individual, team, and organisational levels
11. Provide data-driven insights and recommendations to leadership to support decisions related to employee performance and development
12. Prepare comprehensive reports on Unit activities and performance initiatives
13. Perform all other related duties as required

MINIMUM QUALIFICATIONS & EXPERIENCE

1. Bachelor's degree in Human Resources, Business Administration, or a related field
2. Minimum of five (5) years' relevant work experience in performance management or a similar HR role
3. Certification in Supervisory Management
4. Certificate in Industrial Relations or Employee Relations would be an asset
5. Any equivalent combination of qualifications, skills, and experience may be considered

REQUIRED SKILLS & COMPETENCIES

1. Advanced analytical skills with experience generating actionable insights from performance data
2. Strong knowledge of performance management theories, frameworks, and tools
3. Experience working in a unionised environment with multiple collective agreements
4. Strong analytical and problem-solving skills. Proven ability to identify and recommend creative solutions
5. Demonstrated ability to exercise sound judgement, tact, and discretion when handling sensitive and confidential information
6. Ability to drive and motivate high-level performance across teams
7. Proficient in analysing and interpreting data and trends in Human Resource Management.
8. High levels of assertiveness, attention to detail, and accuracy
9. Strong coaching and mentoring skills, with the ability to support junior staff development



10. Proficiency in HRIS and performance management systems/software
11. Knowledge of HR Metrics and Analytics
12. Working knowledge of Industrial Relations

APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:

Manager, Human Resources
MIC Institute of Technology (Head Office)
5A Century Drive, Trincity Business Park, Macoya
Or email to recruitment@mic.co.tt

CLOSING DATE FOR APPLICATIONS: FRIDAY, 16 MAY 2025

We would like to thank applicants for their interest, and we wish to advise that only those candidates considered will be contacted.