



# VACANCY

## Talent Management Officer

### JOB SPECIFICATION:

<b>Job Title:</b> Talent Management Officer	<b>Job Category:</b> Administration
<b>Organizational Level:</b> Level Eight – Supervisory	<b>Reports To:</b> General Manager, Human Resources
<b>Remuneration:</b> Minimum Annual Salary = \$40,689.00	<b>Employment Status:</b> Permanent
<b>Duty Station:</b> HR Services, SSB Headquarters, Belmopan	

### MINIMUM REQUIREMENTS:

Applicants must demonstrate the following combination of minimum academic qualification, experience, core, functional and technical competencies, and other knowledge and skills for the role:

<b>QUALIFICATION AND EXPERIENCE:</b>	Bachelor’s Degree in Management, Business Administration, Human Resources Management, or other closely related academic discipline with three (3) years’ supervisory experience in human resources. OR Associate Degree in Management, Business Administration, Human Resources Management, or other closely related academic discipline with five (5) years’ supervisory experience in human resources.			
<b>ASSET:</b>	HR Certification or Designation such as PHR, SPHR, PHRi, SPHRi, SHRM-CP, SHRM-SCP are considered assets.			
<b>CORE COMPETENCIES:</b>	Achieving Results	Building Trust	Building and Maintaining Relationships	
	Effective Delegation	Enabling Optimal Performance		Resilience
	Personal Credibility		Providing Motivational Support	
<b>FUNCTIONAL COMPETENCIES:</b>	Recruitment Strategy Design and Execution	Talent Analytics and Reporting	Retention and Succession Planning	Stakeholder Collaboration and Communication
<b>TECHNICAL COMPETENCY:</b>	HR Information System (HRIS) Proficiency	Talent Management Tools	Workforce Analytics Tools	Assessment and Selection Tools
<b>OTHER KNOWLEDGE AND SKILLS:</b>	<ul style="list-style-type: none"> <li>• Strong organizational and project management skills.</li> <li>• Solid understanding of talent management frameworks.</li> <li>• Solid understanding of change management principles.</li> <li>• Cultural intelligence and adaptability to support a diverse and inclusive workforce.</li> <li>• Analytical mindset with experience in workforce metrics to inform decision-making.</li> </ul>			

### ROLE DESCRIPTION:

Refer to the attached role description and competency model for Talent Management Officer for details on the core responsibilities and expected results associated with this role as well as the knowledge, skills, abilities, and behaviors required for successful performance.

### APPLICATION PROCEDURE:

#### **APPLICATION DEADLINE: 3:00 PM, JANUARY 17<sup>TH</sup>, 2025**

Completed application package containing application letter, resume, two (2) recent letters of recommendation, copy of academic credentials, and current police record or receipt for record may be submitted by email to:

HR Advisor, Policy and Strategy, HR Services at [fphillips@socialsecurity.org.bz](mailto:fphillips@socialsecurity.org.bz)

Copy emails to General Manager, Human Resources Services at [odakers@socialsecurity.org.bz](mailto:odakers@socialsecurity.org.bz)

**Email Subject Line: Talent Management Officer**

*Incomplete applications packages will not be considered.*