



CAREER OPPORTUNITY

SporTT is seeking to recruit a suitably qualified individual for the following position:

SPECIALIST, HUMAN RESOURCE MANAGEMENT

JOB SUMMARY:

The incumbent is required to champion employee engagement efforts at SporTT by spearheading HR initiatives. This involves creating and executing programs to cultivate a positive and dynamic workplace environment. They will oversee HR Officers and Assistants to ensure streamlined HR support and a vibrant company culture, thereby fulfilling the mandate of SporTT.

ROLES AND RESPONSIBILITIES:

- Assist in developing and implementing employee engagement initiatives
- Research and recommend best practices in employee experience
- Analyse employee engagement data and identify areas for improvement
- Oversee HR functions such as recruitment, training, and performance management
- Ensure effective delivery of HR services to employees
- Assist in developing and managing employee recognition programmes
- Manage internal communications on HR-related matters
- Support the implementation of HR policies & procedures
- Supervise and mentor HR officers and assistants
- Provide guidance on HR policies and procedures
- Build relationships with employees across all departments
- Provide guidance and support to HR staff on employee experience initiatives
- Maintain accurate records of employee engagement activities
- Provide regular reports on HR metrics and employee satisfaction
- Build relationships with employees across all departments
- Provide guidance and support to HR staff on employee experience initiatives
- Prepare reports on employee engagement program effectiveness and ROI (Return on Investment)
- Develop and maintain dashboards to track key employee engagement metrics
- Contribute to the development of annual HR reports

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Organizational Psychology, or related field.
- HR certification (e.g., SHRM, CIPD) preferred
- Or
- Any equivalent combination of experience and training

EXPERIENCE:

- Minimum of 5 years of HR experience, with a focus on employee engagement
- Or
- Through demonstrated proficiency in supervising or leading HR teams, developing and implementing employee engagement initiatives
- Experience with data analysis and reporting
- Experience in event planning and coordination is a plus



KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of HR principles and practices
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Excellent analytical and problem-solving skills
- Ability to work independently and as part of a team
- Strong understanding of HR and employee engagement principles and best practices
- Excellent communication and interpersonal skills
- Ability to lead and motivate a team
- Proficiency in HRIS

All Candidates must possess good interpersonal skills with a strong work ethic and commitment to excellence. Candidates must be able to deliver superior quality in a fast-paced environment.

Applications with full resumes should be sent to:

The Human Resource Department
The Sports Company of Trinidad and Tobago Limited
National Cycling Velodrome, Off Couva Main Road, Balmain, Couva

Or

recruitment@sportt-tt.com

Deadline for submission of applications:

No later than Friday 13th March 2026 at 4:00pm

Dated: 2026 March 01