CAREER OPPORTUNITY

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

OFFICER, HUMAN RESOURCES

JOB SUMMARY:

The incumbent is required to provide professional comprehensive human resources support by performing a variety of operational and people-focused tasks to ensure adherence to policies and procedures. They will support the implementation of HR projects and initiatives through the conduct of research, analysis, planning, designing, training/coaching and delivery as required, contributing to building a positive and productive work environment, attracting and retaining top talent, and thereby fulfilling the mandate of SporTT

ROLES AND RESPONSIBILITIES:

- Stay up to date on current HR trends and best practices
- Provision of general HR services – planning and staffing, performance management and development, employee and labour relations, compensation and benefits, organizational design and development, learning and development.
- Execute plans from HR initiatives and solutions.
- Assist with the recruitment process by posting job advertisements, screening resumes, scheduling and conducting interviews, coordinating candidate communication and making hiring recommendations.
- Process employee onboarding and offboarding, including new hire paperwork, orientation scheduling, benefits enrolment/disenrollment and exit interviews.
- Maintain HR databases and employee records, ensuring accuracy and confidentiality.
- Administer employee payroll, leave of absence, and workers' compensation programs.
- Manage employee relations issues and facilitate conflict resolution.
- Conduct research analysis and trend analysis.
- Design and conduct training sessions.
- Conduct training needs assessment and develop supporting training plans
- Provide guidance and support to employees regarding HR policies and procedures.
- Collaborate with HR team members to address employee concerns and improve processes.
- Conduct employee relations investigations and resolve workplace conflicts.
- Foster a positive and inclusive work environment.
- Generate reports and recommendations for improving and delivering HR services and solutions.
- Progress reports and updates as required.
- Collate process and transactional data for reporting purposes.
- Maintain accurate records of HR activities, including employee data and compliance documentation.
- Prepare reports on recruitment metrics, employee relations issues, and training activities.
- Assist in preparing HR reports and presentations for management.
- Maintain compliance with all applicable labour laws and regulations.
- Performs related work as may be required by the job functions.

QUALIFICATIONS:

- BSc Degree in Social Sciences, Business Administration, Human Resources OR related discipline
- HR certification (e.g., SHRM, HCI, PHR) preferred.

OR

- Any equivalent combination of experience and training

EXPERIENCE:

- Minimum of 2-3 years of HR experience, preferably in a generalist role.
- Familiarity with HRIS software and recruitment tools

OR

- Through demonstrated proficiency in recruitment, employee relations, and compensation and benefits administration.
- Experience working with a Human Resources Information System (HRIS) is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of HR principles, practices, and laws.
- Strong understanding of HR principles, practices, and employment laws
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and time management skills.

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 addressed and sent to:

The Human Resource Department
The Sports Company of Trinidad and Tobago Limited
National Cycling Velodrome, Off Couva Main Road
Balmain, Couva
recruitment@sportt-tt.com

Deadline for submission of applications:

No later than Wednesday 11th November 2026

Dated: 2nd November 2026