



WASCO

WATER & SEWERAGE COMPANY, INC.

VACANCY NOTICE

JOB TITLE: Human Resource Officer
DEPARTMENT: Human Resources
REPORTS TO: Human Resource Manager

Applications are invited from suitably qualified persons to fill the position of **Human Resource Officer**, Water & Sewerage Company Inc. (WASCO).

Responsibilities:

The successful candidate will contribute as a collaborative team member driving the achievement of key organizational objectives, including but not limited to:

- Assisting with the management of performance appraisals including tracking and analyzing data to advise on training, recognition, promotion, succession planning, etc.;
- Arranging the logistics and participation of staff orientation and onboarding;
- Assisting with the planning, organizing and execution of HR projects and WASCO events;
- Participating in the review, development, and implementation of human resource management policies and procedures as required;
- Investigating and resolve enquiries and complaints from management, staff, and external stakeholders with professionalism and timeliness;
- Managing staff requisitions and related correspondence, ensuring timely handling of all associated matters;
- Updating staff information in the Human Resource Management Information System (HRIS), ensuring data accuracy and database integrity;
- Administering WASCO's employee benefits program, overseeing enrolment, claims resolution, and clear communication of benefit offerings;
- Acting as a liaison between employee and insurance brokers to resolve benefit related problems and ensure effective utilization of plans and positive employee relations;

- Staying informed on emerging HR trends and best practices to support continuous improvement and strategic alignment.

Knowledge, Skills and Abilities

- Competent expertise in all areas of Human Resource Management and its principles, policies and practices including Human Resource Management Information Systems (HRMIS).
- Comprehensive knowledge of current labor legislation, regulations, and research techniques.
- Detail-oriented with exceptional interpersonal, communication (oral and written), presentation, analytical and problem-solving skills.
- Proficiency in the use of Microsoft Office Suite.
- Demonstrated ability to conduct research, gather data, analyze information, and prepare effective, accurate and timely reports to support development objectives.
- Ability to effectively manage time, and function effectively in a fast-paced, high-demand environment.
- Capacity to work efficiently within a team, and demonstrate the highest level of professionalism, integrity, respect, patience and diplomacy for colleagues and others.
- Ability to demonstrate sound judgment and initiative while upholding the highest standards of confidentiality and professional integrity.

Qualifications and Experience

- A Bachelor's Degree in Human Resource Management or related field.
- At least three (3) years of proven experience in a similar position, demonstrating practical expertise across core HR functions.
- Experience working within a unionized environment will be considered an asset.

Remuneration

Salary shall be commensurate with the successful applicant's qualifications and experience.

Application letters, along with a full curriculum vitae and references, should be submitted under confidential cover to the Human Resource Manager to reach no later than **November 28, 2025**.

**The Human Resource Manager
Water & Sewerage Company Inc (WASCO)
L'Anse Road, Castries**

Applications may also be submitted via email to hr@wascosaintlucia.com

Please note that unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only those candidates with the best qualifications and experience will be shortlisted for an interview.