

JOB TITLE	Human Resources Manager
LOCATION	Guyana, South America
EMPLOYMENT	Permanent

Description

The Human Resources Manager is responsible for developing and implementing HR strategies, policies, and practices aligned with business objectives. Reporting directly to the CEO, the HR Manager plays a pivotal role in shaping and executing the people strategy, influencing organizational direction, and building a high-performing, people-focused culture.

With exposure to every aspect of Human Resources this role offers both strategic influence and operational breadth. The HR Manager collaborates closely with senior leadership and has the autonomy to design and deliver initiatives that support growth, engagement, and long-term capability building.

Leading the HR function, the HR Manager acts as a trusted advisor to executive leadership and management teams, driving initiatives across workforce planning, employee engagement, performance management, and organizational development.

Key Responsibilities

The HR Manager is responsible for managing all employee relations across the business, ensuring compliance with employment legislation, and overseeing compensation, benefits, and payroll-related governance in partnership with Finance. With a strong focus on people-centric practices, diversity, and inclusion, the HR Manager champions initiatives that attract, retain, and develop top talent while supporting organizational growth and change.

Strategic HR Leadership

- Act as a strategic business partner to key leadership and functional teams by designing, implementing, and embedding an effective HR business partnering model. This includes establishing strong partnerships with core business functions, aligning HR strategies with organizational objectives, and providing proactive, data-driven people solutions that support business performance.
- Develop and implement HR strategies, policies, and initiatives that support current and future business needs.
- Lead, mentor, and develop a high-performing Human Resources team.
- Provide expert advice to management on workforce planning, organizational design, and change management.

Talent Acquisition & Workforce Planning

- Lead and oversee end-to-end recruitment and selection processes, including shortlisting and onboarding.
- Develop workforce planning processes to support business growth and succession planning.
- Provide expert guidance to management on hiring strategies and talent needs.

Learning, Development & Performance Management

- Develop and implement a fit-for-purpose, tailored performance management system across all levels of the organisation; aligning individual and team performance with business objectives,

embedding career planning and supporting employees' long-term career aspirations through structured goal setting, feedback, performance reviews, and development planning.

- Establish and manage company-wide training systems, including needs analysis, onboarding, cross-training, and evaluation of training effectiveness.
- Lead the performance management framework, including goal setting, performance development plans (PDPs), feedback, and continuous improvement initiatives.

Employee & Labor Relations

- Manage all employee relations matters, including grievances, investigations, disciplinary processes, and terminations.
- Foster positive employer–employee relationships and promote high levels of engagement, morale, and accountability.
- Advise and support managers on progressive discipline, performance improvement, and conflict resolution.
- Ensure compliance with employment legislation, labor laws, and internal HR policies.

Compensation, Benefits & Payroll Support

- Develop and oversee compensation and benefits structures, including salary frameworks, pay bands, bonuses, and incentive programs.
- Conduct market benchmarking to ensure competitive and equitable pay practices.
- Partner with Finance to manage benefits programs, payroll compliance, and budget oversight related to employee emoluments.
- Provide technical HR support to payroll and ensure compliance with contractual and financial obligations.

Organizational Development & Change Management

- Lead organizational development initiatives including succession planning, key talent retention, and workforce capability development.
- Manage employee communication and feedback channels such as surveys, town halls, focus groups, and internal communications.
- Support and manage change initiatives during periods of growth, restructuring, or transformation.
- Champion a culture of trust, empowerment, accountability, and continuous improvement.

Qualifications, Experience & Skills

- Degree in Human Resources, Business Administration, or a related discipline.
- Minimum 5–8 years' experience in a senior Human Resources leadership role.
- Strong working knowledge of employment law, HR policy, and best practice across multiple HR disciplines.
- Proven experience acting as a strategic partner to executive leadership.
- Demonstrated expertise in talent acquisition, employee relations, performance management, learning and development, and organizational development.
- Experience managing compensation and benefits frameworks in collaboration with Finance.
- Strong leadership, communication, and interpersonal skills with high emotional intelligence.
- Excellent analytical, problem-solving, conflict management, and decision-making abilities.
- Business literacy and the ability to influence and negotiate at all levels.
- Experience working in fast-paced, high-growth or project-based environments preferred.