

WE ARE HIRING

DIRECTOR, HUMAN RESOURCES



DEPARTMENT/UNIT

Department of Human Resource

FUNCTIONAL RELATIONSHIP

Vice President, Finance and Administration

DUTY STATION

Belmopan Central Campus

EMPLOYMENT TYPE

Full-Time Contract, Renewable

POSITION OVERVIEW

The Director of Human Resources is charged with implementing the institution's human capital strategy, ensuring it aligns with the organization's mission, vision, and values. Reporting to the Vice President of Finance and Administration, this role oversees all key people activities such as recruitment and onboarding, performance management and compensation, employee and industrial relations and engagement. The Director of Human Resources also serves as the strategic partner to Department Heads as well as the main contact for labor relations, working closely with the recognized University of Belize Faculty and Staff Union on all Industrial Relations (IR) matters. The role must blend high-level strategy with hands-on execution.

KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP & BUSINESS PARTNERING

- Implement a robust human capital strategy that advances institutional objectives and cultivates a high-performance culture
- Advise the President and senior leadership on organizational structure changes, and recommend improvements that lend to efficiencies and effectiveness
- Implement and oversee HR policies and procedures that comply with labor law and accreditation standards and align employee and industrial relations mandate with institutional goals

STRATEGIC LEADERSHIP & BUSINESS PARTNERING

- Oversee recruitment, selection, and onboarding processes for faculty, staff, and administrators

- Manage performance management systems to ensure fair and constructive evaluations
- Design and implement professional development programs to support skill advancement and career progression
- Promote and guide approach for succession planning

COMPENSATION & BENEFITS

- Govern job evaluation processes to ensure equitable job classification, compensation alignment, and organizational consistency
- Administer feasible compensation structures and benefits programs to attract and retain talented employees

EMPLOYEE & INDUSTRIAL RELATIONS

- Manage employee grievances and disciplinary matters in accordance with organizational policies and procedures
- Act as a resource for conflict resolution, employee engagement, and the enhancement of workplace culture
- Foster open communication and collaboration among administration, faculty, staff & Union

HEALTH & SAFETY

- Implement health and safety systems, policies & practices to protect employees and visitors in the conduct of duties

OPERATIONAL OVERSIGHT

- Manage all HR operations, including payroll, benefits administration, and employee records management efficiently and in full compliance with relevant employment regulations
- Develop and oversee the human capital budget within approved guidelines
- Report on HR Metrics and workforce analysis which is expected to evolve year over year
- Other: Assume other HR related responsibilities as agreed upon as Strategic and operational HR deliverables evolve

EDUCATION

- Master's degree in Human Resources, Organizational Development, or a related field

- Certified Professional in Human Resources (CPHR) or similar credential is an asset

EXPERIENCE

At least ten (10) years progressive HR experience, including at least five to seven (5-7) years at a senior management level and ideally within higher education, unionized environments, organizational transformation and strategic workforce planning is strongly preferred

SKILLS

- Practical application of Strategic and Operational Human Resource Management activities as outlined in the job description to support the University's objectives
- Leadership and Change Management capabilities to influence change and sound decision making
- Results oriented using HR Technology and Data management techniques to support insights and reporting of HR Metrics
- Excellent interpersonal and communication abilities, with the ability to influence change and problem solve
- Proven knowledge and experience in industrial relations practices and applicable employment legislation

COMPETENCIES

- Strategic Thinking & Execution
- Influencing & Negotiation
- Organizational Awareness & Understanding of higher education governance, accreditation, and compliance processes
- Stakeholder Engagement & Relationship Management at all levels
- Collaboration, Diplomacy & Tact

COMPENSATION

The salary and benefits package is commensurate with stated position requirements and is negotiable

THE APPLICATION PACKAGE IS TO INCLUDE THE FOLLOWING:

- A Cover Letter/Letter of Interest.
- Curriculum Vitae
- Official or Certified Copies of Highest Academic Degree(s)
- Contact information of three (3) recent professional references including name, address, e-mail address, and phone number
- Current Police Record no older than six months (receipt as proof of payment can be submitted initially)
- Completed Verification Form (www.ub.edu.bz)

APPLICATION DEADLINE

Thursday | August 20, 2026

HOW TO APPLY

Submit via email:

**Submit application with reference: APPLICATION FOR VACANCY
“Human Resource Director” to msimon@ub.edu.bz**

Applications will only be considered once all required documents are submitted within the deadline.

Queries may be addressed to msimon@ub.edu.bz.

University of Belize

