

JOB DESCRIPTION

HUMAN RESESOURCE MANAGER, BELTRAIDE

Position: Human Resource Manager	Supervisor: Executive Director
Current incumbent: N/A	Department/Unit: BELTRAIDE
Division: N/A	Level: L4 – Human Resource Manager
Location: Belmopan, with periodic travel to the Belize City office	Last Revised: January, 2026
PRIMARY FUNCTION: The Human Resource Manager leads BELTRAIDE’s people management and administrative support functions, ensuring the organization attracts, develops, and retains a competent and motivated workforce while maintaining efficient internal operations. The role is responsible for fostering a professional, inclusive, and high-performing workplace culture, while ensuring compliance with statutory requirements and strengthening HR systems to support organizational performance.	
HR Strategy & Advisory 1. Implement and manage BELTRAIDE’s HR strategy in alignment with organizational priorities, policies, and work plans. 2. Provide HR advisory support to Executive Management and Unit Heads on workforce planning, staffing, and people-related matters. 3. Support organizational change initiatives, restructuring, and institutional strengthening efforts. Talent Acquisition & Workforce Planning 4. Oversee recruitment, selection, onboarding, and exit processes, including interviews and orientation programmes. 5. Ensure staffing strategies address both permanent and project-based workforce needs. 6. Maintain and continuously improve recruitment systems and processes using digital tools and best practices. Performance Management & Staff Development 7. Administer and continuously improve the organization’s performance management system, including job evaluations and performance reviews. 8. Ensure individual performance plans align with unit workplans, KPIs, and organizational priorities. 9. Lead initiatives related to career development, succession planning, and leadership development. 10. Promote a culture of accountability, continuous feedback, and high performance. Learning & Capacity Building 11. Coordinate and implement training and professional development programmes. 12. Identify organizational training needs based on skills gaps and strategic priorities. 13. Support the preparation of training plans and related resource requirements. 14. Monitor and report on training outcomes and capacity-building investments.	

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Employee Wellbeing, Benefits & Engagement

15. Promote employee well-being, engagement, and work-life balance.
16. Design and implement wellness initiatives and staff support programmes.
17. Administer employee benefits programmes and advise management on benefits trends and improvements.
18. Coordinate employee engagement activities, including team-building and recognition initiatives.
19. Support a positive and inclusive organizational culture.

HR Policy, Compliance & Employee Relations

20. Develop, review, and implement HR policies, procedures, and guidelines in alignment with Belize labour laws and best practices.
21. Ensure full compliance with the Belize Labour Act, including employment contracts, leave entitlements, disciplinary procedures, and termination processes.
22. Oversee compliance with Social Security Board (SSB) requirements, including employee registration, maintenance of accurate employment records, and coordination of employee benefit claims.
23. Liaise with the Finance Unit to ensure accurate and timely submission of statutory contributions and required filings, while maintaining clear separation of responsibilities for payroll processing and financial transactions.
24. Ensure compliance with internal governance standards and applicable donor or project requirements.
25. Manage employee relations, including disciplinary processes and grievance resolution, in a fair and consistent manner.
26. Maintain accurate and compliant employee records to support audits, labour inspections, and statutory reporting.
27. Maintain confidentiality and uphold ethical and professional standards.

HR Systems & Data Management

28. Maintain accurate HR records and data management systems.
29. Administer and optimize HR software (e.g., NeoPeople or similar platforms).
30. Ensure accurate tracking of leave, performance reviews, training records, and employee data.
31. Use HR data to support workforce planning, reporting, and decision-making.

HR Administration & Reporting

32. Oversee day-to-day HR administrative processes and internal controls.
33. Prepare periodic HR and workforce reports for Management, including staffing, turnover, and trends.
34. Support audits, inspections, and compliance reviews related to HR and administrative functions.

Other Responsibilities

35. Perform any other duties as assigned by the Executive Director or Deputy Executive Director.

QUALIFICATION REQUIREMENTS:

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements that follow are representative of the knowledge, skill and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- Master's degree in Human Resource Management, Business Administration, Public Administration, or a related field with a minimum of three (3) years' relevant professional experience; **or** a Bachelor's degree in the aforementioned areas with a minimum of five (5) years' experience in a management-level role in human resource management, business operations, or support services.

Knowledge & Skills

- Strong knowledge of human resource management principles and practices, including recruitment, performance management, employee relations, and organizational development.
- Sound understanding of Belize labour laws and statutory requirements, including Social Security obligations and workplace compliance standards.
- Demonstrated leadership and people management skills, with the ability to guide teams, influence managers, and support organizational change initiatives.
- Strong interpersonal and relationship management skills, with the ability to engage effectively with staff at all levels, including executive management.
- High level of professionalism, integrity, and discretion in handling confidential and sensitive employee information.
- Proactive and solutions-oriented, with strong problem-solving and decision-making capabilities in managing people-related matters.
- Ability to work independently with minimal supervision while also contributing effectively within a team environment.
- Strong organizational and time management skills, with the ability to manage multiple priorities, deadlines, and HR processes simultaneously.
- Experience in developing and implementing HR policies, systems, and procedures to support organizational efficiency and compliance.
- Strong analytical and reporting skills, with the ability to use HR data to support workforce planning and decision-making.
- Excellent oral and written communication skills, including report writing, policy development, and presentations.
- Proficiency in Microsoft Office applications and experience using HR management systems (HRIS) or similar platforms (e.g., NeoPeople).
- Ability to foster a positive, inclusive, and high-performing workplace culture through effective employee engagement and wellbeing initiatives.
- Experience working within a statutory, public sector, or project-driven environment is an asset.
- Proficiency in a second language, preferably Spanish, is an asset.

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- Valid driver's license required.

Key Competencies & Attitudes

- Integrity
- Confidentiality
- Accountability
- Leadership
- Collaboration
- Adaptability
- Initiative
- Professionalism
- Judgment
- Organization
- Accuracy
- Reliability

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to sit and reach with hands and arms. The incumbent is occasionally required to walk, use hands or fingers, handle, or feel objects, tools or controls, stoop, kneel, crouch and talk or hear.

The incumbent must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The incumbent will have his/her own office area and will be equipped with standard office equipment. The office will be at a moderate temperature with a noise level of low to moderate. The incumbent is required to work a standard work week (40 hrs.); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to BELTRAIDE.