

**Details Regarding the Temporary Post of Senior Labour Officer,
Labour Department, Ministry of Labour, Social Security and Third Sector**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for acting or temporary appointment to the above-mentioned post.

QUALIFICATION REQUIREMENTS:

- (a) *A postgraduate degree in Labour and Employment Relations or Human Resource Management; and not less than two years' relevant experience; or*
- (b) *A degree in Labour and Employment Relations or Human Resources Management; or*
- (c) *A degree in a Social Science discipline, which includes courses in any two of the following areas:*
 - (i) *Industrial Relations;*
 - (ii) *Human Resource Management;*
 - (iii) *Labour Law;*
 - (iv) *Labour Economics*

In either case, not less than three years' relevant experience is required.

SALARY SCALE:

Z6-1: \$65,261.50 x 1,963.66 - \$71,152.47 x 2,582.30 - \$76,317.08.

DUTIES AND RESPONSIBILITIES:

- Manages a team of public officers under the span of control and prepares the necessary work planning and performance reviews and evaluations;
- Ensures that the procurement of goods and services for the Department is executed in accordance with the provisions of the Public Procurement Act, 2021; and the Public Finance Management Act, 2019-1;
- Ensures optimum utilization of human and material resources of the Industrial Relations Section;
- Ensures quality service delivery in employment relations matters;
- Reviews and updates the work programme of the Industrial Relations Section and sets priorities for the undertaking of activities;

- Supervises the day-to-day activities of the Industrial Relations Section and directs the execution of the work programme of the Section;
- Delegates duties to technical and support staff;
- Ensures timely response to queries;

Promotion

- Formulates plans, engages in preparations for, and participates in conferences, seminars, meetings and related activity as assigned;

Reports

- Gathers, interprets and prepares information for the compiling of reports;
- Prepares and supervises the preparation of a variety of scheduled and ad-hoc reports on the work of the IR Section and on labour-management relations matters;
- Responds to requests from local, regional and international bodies;

Advisory

- Advises employers, employees and their representative organizations, governmental and non-governmental agencies and the general public regarding labour-management relations;
- Advises the Chief Labour Officer on matters of labour-management and employment relations;
- Highlights violations of accepted labour-management standards and practices;

Training

- Prepares materials to be used in instruction and training; internally and externally;
- Advises, supports, coaches and facilitates training of technical and support staff;
- Utilizes a variety of media to design, develop and deliver situation specific training on labour related matters, internally and externally;

Compliance

- Promotes and enforces compliance with labour laws and encourages the adoption of best practices in labour-management relations;
- Prepares submissions for prosecution as outlined in the labour legislation;
- Attends and participates in court proceedings;

Conciliation

- Conciliates in disputes between employees and employers and their representative organizations;

Research

- Examines and evaluates reports and data to guide the strategies and activities of the IR Section; and

Other

- Performs any other related duties within the scope of this job.

KNOWLEDGE REQUIREMENTS:

In depth knowledge of:

- Relevant legislation contained in the compendium of Labour Laws of Barbados;
- The vision and mission of the Labour Department and the Ministry responsible for Labour;
- The strategic plan of the Labour Department and the Ministry responsible for labour;
- The operation of the system of labour administration;
- Any procedures manuals in use by the Labour Department;
- Local, regional and global issues impacting labour administration;
- International Labour Organization instruments and standards specific to matters of employment relations;
- International Labour Organization (ILO) Standards generally; ILO Declaration on the Fundamental Principles and Rights at Work;

- The Official Secrecy Act;
- The Public Service Act, Cap. 29;
- The General Orders for the Public Service of Barbados;
- Public Procurement Act, 2021;
- Public Finance Management Act, 2019; and
- The Administrative Justice Act, Cap. 109B.

General knowledge of:

- ILO Standards specific to occupational safety and health; and
- Labour laws not specific to employment relations.

SKILLS AND ABILITIES:

- Report Writing;
- Negotiation Skills;
- Physical Dexterity;
- Skilled at advocacy;
- Conciliation skills;
- Computer literacy;
- Active Listening;
- Coaching Skills;
- Strategic Thinking;
- Administrative skills;
- Ability to resolve conflict;
- Emotional Intelligence;
- Sound decision making;
- Excellent attention to detail;

- Critical and Analytical Thinking;
- Ability to work well under pressure;
- Ability to drive a motor vehicle would be an asset;
- Strong oral and written communications skills;
- Ability to manage time, prioritize and delegate tasks;
- Strong leadership, supervisory and organizational skills;
- Proficiency in public speaking; and
- An ability to efficiently manage and complete multiple, unstructured tasks with minimal supervision.

WORKING CONDITIONS:

- Works both in the office and in the field;
- Exposure to a wide range of work environments which may include chemicals, dust, noise and working at heights;
- Travelling both locally and overseas may be required;
- Extensive reading, writing and public speaking;
- Exposure to glare and strain from constant computer use;
- Work involves standing and sitting for long hours;
- May be required to work beyond normal working hours;
- Daily interaction with members of the public; and
- Exposure to the intensities of the Industrial Relations environment.

DESIRABLE TRAITS:

- Willingness to travel abroad;
- Must be able to function effectively as a member of a team;
- An orientation towards the delivery of excellent customer service;

- An orientation towards ongoing awareness of public and current affairs;
- Willingness to take part in, encourage and support organizational initiatives;
- Willingness to share information, knowledge, perspectives and resources with others;
- Must demonstrate a high level of integrity, confidentiality, high moral and ethical standards;
- Must demonstrate a high level of professionalism, including conduct and deportment;
- Keen ongoing interest in labour-management relation matters; and
- Must keep up to date on policy, rules and legislation that affect labour-management relations and/or the Ministry.

REQUIRED COMPETENCIES:

The required competencies for the role and associated salary scale are outlined in the Competency Framework for the Public Service of Barbados and should be reviewed at <https://mps.gov.bb/framework>.

APPOINTMENT:

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period, except in the case of officers who already hold a permanent appointment in the Public Service. If temporary, the appointment is subject to at least one (1) months' notice on either side.

LEAVE:

Leave is granted as follows: -

Vacation Leave:

Forty-two (42) days' vacation leave per year, fourteen (14) of which must be taken annually or lost; and at least (5) of the fourteen (14) days must be taken consecutively. Maximum accumulation of leave is one hundred and twenty-six (126) days.

Sick Leave:

Twenty-one (21) days sick leave may be granted per calendar year in the case of permanently appointed officers and fourteen (14) days per calendar year in the case of temporary officers.

METHOD OF SELECTION:

The selection process will be competency based and may involve interviews, oral and written tests including psychometric tests, or any other method of selection approved by the Administrative, General and Professional Service Commission. Only suitably qualified applicants will be considered for selection.

If a Priority List is created arising out of the selection process, and approved by the appointing authority, it will be valid for a period of two (2) years in keeping with Section 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

Candidates will be assessed on the following: -

- Relevant qualifications and professional training;
- Experience;
- Any other assessment method approved by the Administrative, General and Professional Service Commission;
- Performance at interview
- Appraisal Forms of the Performance Review and Development System-Revised (PRDS-R);
- Testimonials; and
- General suitability.

It should be noted that the Performance Review and Development System-Revised (PRDS-R) report will be required for all Public Officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time. Performance will be assessed using the Performance Review and Development System-Revised (PRDS-R).

APPLICATION PROCESS:

Applications on appropriate forms (**SC 35**) to be used by officers permanently employed in the Public Service of Barbados and (**SC 21**) for all other applicants must be accompanied by an up-to-date Curriculum Vitae, a recently completed PRDS report (for public officers) and 2 recent testimonials (for all other applicants). Relevant forms can be downloaded from http://mps.gov.bb/People_Resourcing/forms.

Applications should reach the Director General, Ministry of the Public Service, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, **no later than 2026-06-05**. Applications with all required documents may be submitted to vacancy@mps.gov.bb. Please place the post for which you are applying in the subject line of the email.

Only applicants who fully meet the eligibility criteria at 2026-06-05, will be acknowledged.

The advertisement of the post is scheduled to appear in the Barbados Nation newspaper on **2026-05-22**.

**PEOPLE RESOURCING AND COMPLIANCE DIRECTORATE
MINISTRY OF THE PUBLIC SERVICE AND TALENT DEVELOPMENT
2026-05-15**