



# TWCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

Main Office #105/107 Henry Street, Port of Spain

Tobago Unit: Port Mall Shopping Centre, 1<sup>st</sup> Floor #A3 Sangster Hill, Scarborough, Tobago

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Established 25<sup>th</sup> May 1950: Registered 17<sup>th</sup> June 1950 – REG. No.CU/82/50

*“Progress through Self Reliance”*

## **JOB OPPORTUNITY HUMAN RESOURCES OFFICER (Contract)**

### **1.0 Mandate**

**TWCU CREDIT UNION CO-OPERATIVE SOCIETY LIMITED** invites suitably qualified applicants for the position of:

The TWCU Credit Union Co-operative Society Limited is seeking a dynamic and suitably qualified individual to fill the position of **Human Resources Officer** within the Operations and Administration Department.

### **Job Summary**

The Human Resources Officer will be responsible for assisting with the development and implementation of Human Resources strategies, policies, and initiatives across the Society. The role supports talent management, performance management, HR reporting, and general HR administration, while guiding Management and staff to ensure effective human capital management and compliance with labour laws and best practices.

### **2.0 Duties and Responsibilities**

#### **Key Responsibilities**

- Provide HR advisory support to Management, Supervisory staff, and employees
- Support the development and implementation of HR policies and procedures
- Ensure timely and accurate payroll processing
- Manage recruitment and selection processes
- Support performance management and employee relations functions
- Guide Management on disciplinary, grievance, and industrial relations matters
- Maintain HR records, including contracts, job descriptions, and performance assessments
- Lead and support HR projects and initiatives

### **3.0 Qualifications and Experience**

#### **Requirements**

- Bachelor's Degree in Human Resources Management or Business Administration
- Minimum of five (5) years' Supervisory experience, including at least three (3) years in Human Resources
- Working knowledge of Labour Laws of Trinidad and Tobago
- Proficiency in HRIS and payroll systems
- Strong analytical, communication, and interpersonal skills
- High level of confidentiality and professionalism
- Certification in Labour Laws, Alternative Dispute Resolution, or a related field will be an asset.

All applications inclusive of covering letter and CV must be labelled "**Human Resource Officer**" and can be sent via email to **shurlam@twcu.co.tt** attention "**The General Manager**"; or hand delivered in a sealed envelope and addressed to:

**The General Manager  
TWCU Credit Union Co-operative Society Limited  
No. 105/107 Henry Street  
Port of Spain**

All applications must be received no later than **3:00 p.m. on Thursday 21<sup>st</sup> May 2026**

**Unsuitable applications will not be acknowledged**