

HR SPECIALIST

Job Description

Reporting To:	Human Resources Manager	
Division:	Legal	
Grade Level:	6.3	
Remuneration:	49,528.00 per annum	
Special Requirements:	N/A	
Employment Type:	Hours:	Location:
<input checked="" type="checkbox"/> Continuous Employment <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	<input type="checkbox"/> All Island <input checked="" type="checkbox"/> Providenciales <input type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input type="checkbox"/> North and Middle Caicos <input type="checkbox"/> South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority (TCIAA), established under the Airports Authority Act, is responsible for the development, operation, and management of airport infrastructure across the Turks and Caicos Islands.

TCIAA operates six airports and provides air navigation services within the territory's low-level airspace. Our mission is to deliver world-class airport facilities and operations through excellence in safety, security, efficiency, innovation, and customer service—supporting the nation's socio-economic development and growth.

About the role

The **HR Specialist** at the TCIAA is a vital operational role responsible for the seamless delivery of day-to-day HR services across the Authority's six airports and administrative offices. This role requires a detail-oriented professional with a "service-first" attitude and an unwavering commitment to data integrity and employee support.

The HR Specialist focuses on the technical and tactical execution of HR functions, the "engine room" of the department. This role ensures that every stage of the employee lifecycle, from onboarding to retirement, is handled with precision and professional care. While the Senior HR Specialist focuses on strategy and policy design, the **HR Specialist** focuses on the accurate application of those policies and the efficient management of HR records and benefits administration.

Responsibilities and Key Deliverables

Operational Recruitment & Onboarding:

- Coordinate the administrative lifecycle of recruitment, including vacancy postings, candidate screening, and the scheduling of interview panels.
- Lead the TCIAA Onboarding Program, ensuring all new hires are integrated effectively and receive all necessary safety and policy orientations.

Personnel Records & Data Integrity:

- Maintain the master Asset Register for personnel files, ensuring 100% compliance with data protection standards and audit requirements.
- Execute daily updates within the HRIS or manual tracking systems to ensure accurate reporting on leave, attendance, and movements.

Benefits & Compensation Administration:

- Serve as the primary liaison for employee benefits queries and coordinate with the Finance Department to ensure payroll adjustments are accurate and timely.
- Monitor staff leave entitlements and attendance records, proactively flagging issues to the Senior HR Specialist or HR Manager.

Employee Support & Engagement:

- Act as the first point of contact for general staff inquiries, providing clear and accurate information on TCIAA policies and procedures.
- Support the coordination of staff engagement initiatives and departmental meetings to foster a positive organizational culture.

Competencies

- **Organisational Modernisation Mindset:** A passion for moving from manual to digital processes and improving efficiency.
- **Precision & Data Integrity:** A serious concern for the accuracy of records and the quality of HR documentation.
- **Communication Excellence:** Exceptional verbal and written skills, with the ability to draft professional correspondence and reports.
- **Aviation HR Awareness:** (Preferred) Understanding the unique HR requirements of a safety-critical aviation environment.

Education Requirements

- **Primary Qualification:** An Associate's degree from a recognized university in **Human Resources Management, Business Administration**, or a related social science field.
- **Continuous Learning:** Evidence of ongoing professional development or specialized training in **TC Islands Labour Laws**, payroll administration, or office management is highly desirable.
- **Professional Alignment:** Aspiring or active membership in a professional HR body (such as SHRM or HRCI) is considered an asset, reflecting a commitment to the "best-in-class" standards of the TCIAA.

Technical Proficiency & Competencies

- **Core Systems Mastery:** Strong proficiency in the **Microsoft Office Suite**, with intermediate to advanced skills in **Excel** for tracking workforce data and **Word** for drafting high-quality professional correspondence.
- **HRIS & Database Management:** Hands-on experience with **HR database management** or Human Resources Information Systems (HRIS). The candidate must demonstrate the technical aptitude to support the Authority's transition toward fully digital record-keeping and automated workflows.
- **Analytical Accuracy:** A high degree of attention to detail, with the ability to accurately compile data for monthly HR reports and ensure the integrity of the Authority's Asset Register for personnel.

Experience Requirements

- **Operational Foundation:** A minimum of **2–4 years** of direct experience in **HR operations, personnel administration, or as an HR Generalist**. Experience within a fast-paced, multi-site service environment is preferred.
- **Process Execution:** Proven experience in the practical application of HR policies, including the administration of recruitment cycles, the processing of employee benefits, and the maintenance of complex filing systems.
- **Administrative Rigor:** A track record of handling sensitive and confidential information with extreme discretion, ensuring that all personnel actions are documented in accordance with established Standard Operating Procedures (SOPs).

Technical Proficiency & Innovation

- **Core Systems Mastery:** Strong proficiency in the **Microsoft Office Suite**, with intermediate to advanced skills in **Excel** for tracking workforce data and **Word** for drafting high-quality professional correspondence.
- **HRIS & Database Management:** Hands-on experience with **HR database management** or Human Resources Information Systems (HRIS). The candidate must demonstrate the technical aptitude to support the Authority's transition toward fully digital record-keeping and automated workflows.
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Why Join TCIAA?

- Be part of a critical national infrastructure organisation.
- Contribute directly to the safety and efficiency of airport operations.
- Access opportunities for technical training and professional development.
- Work in a dynamic, team-oriented, and safety-focused environment.

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as approved

Application Requirements

- **Cover letter**
- **Resume**
- **Two (2) professional references attesting to character and competency**
- **Enhanced police record**
- **Proof of status**

No later than June 26, 2026, to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Walter E. Cox Administration Building
Howard Hamilton International Airport
Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc