



CENTRALE BANK VAN ARUBA

# Human Resources Policy Officer

## Main responsibilities

- Develop, evaluate and revise HRM strategy, policies, procedures and processes according to the organization strategy
- Develop and implement HR tools such as strategic development policy and competence management
- Advise and provide support to managers regarding the use of HR tools such as recruitment, performance management, personnel development plan and job description
- Maintain the HR Information System (Profit & Insite)
- Analyze and report on HR data

## Requirements

- Master's degree in Human Resources Management, Organizational Science, Business Administration with specialization in HRM or a similar degree
- Relevant experience in a similar position
- Knowledge of Aruban Labor Laws
- Experience with HR Information Systems and affinity with HR automation is a big pre

## Competencies

- Strong oral and written communication skills
- Excellent analytical and advisory skills
- Accurate
- Able to work independently
- Interpersonal skills and focus on relationship building

## Apply?

Qualifying candidates should send their motivation letter and CV to the President of the Centrale Bank van Aruba, Jeanette Semeleer via [recruitment@cbaruba.org](mailto:recruitment@cbaruba.org)

An interview, assessment, pre-employment screening, as well as a medical test form part of the procedure

## More information?

For further information you can contact Marcia Hart-Dijkhoff, Manager Human Resources, via telephone: +297 525 2122 or e-mail: [c.m.m.hart-dijkhoff@cbaruba.org](mailto:c.m.m.hart-dijkhoff@cbaruba.org)