



ST. KITTS-NEVIS-ANGUILLA NATIONAL BANK AND ITS SUBSIDIARIES

VACANCY NOTICE *Talent Management Associate II*



The Position:

The Talent Management Associate II is responsible for providing administrative and operational support for recruitment, performance management, learning and development and succession planning, ensuring that activities, records and systems are accurately and efficiently maintained. This role requires commitment to confidentiality, service excellence, compliance, and efficient document management to ensure the smooth operation of the HR Unit.

Principal Duties and Responsibilities:

Skills and Abilities:

- Strong organizational and document preparation skills.
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- Strong interpersonal and relationship management skills.
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- A high level of confidentiality and professional judgement.
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- Excellent written and verbal communication skills.
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- Ability to manage multiple assignments and meet established deadlines.
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- Strong attention to detail and accuracy.
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- Ability to work collaboratively and provide responsive internal customer service.
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- Proficient in Microsoft Office Suite and HR Systems.

- Provide operational and administrative support for recruitment, performance management, learning and development and succession planning.
- Prepare and advertise approved vacancies and maintain accurate recruitment applications, records and trackers.
- Coordinate interviews, candidate communication, reference checks, pre-employment assessments and recruitment documentation.
- Prepare Talent Management correspondences.
- Maintain transfer and acting appointment trackers and monitor outstanding actions, commencement dates, extensions and expiry dates.
- Coordinate training arrangements and prepare required documentation, including employee notifications, venue and equipment requirements and follow-up with service providers.
- Compile training information and assist with the preparation of Learning and Development reports and metrics.
- Monitor receipt of performance appraisals and probation assessments and conduct initial checks for completeness.
- Prepare probation assessment packages and correspondences.
- Maintain training, performance management and succession planning records, trackers and supporting documentation.
- Maintain accurate Talent Management information in applicable HR systems.
- Support the digitization, testing and implementation of Talent Management processes and systems.
- Assist with performance management training, employee communications and other Talent Management activities.
- Ensure Talent Management records and documentation are accurate, current, confidential and appropriately filed.

Qualifications and Experience:

- Associate Degree or Diploma in Business Administration, Human Resources or a related field.
- Minimum of 4 years relevant experience in an administrative or HR support role.

Preferred Qualifications and Experience

- Bachelor's Degree in Human Resources Unit or a related field.
- Experience in supporting recruitment, training or performance management functions or a similar role.

Applications should be submitted with a Cover Letter and Résumé via e-mail to HR@sknanb.com or by mail addressed to: Chief Human Resources Officer, P O Box 343, Central Street, Basseterre, St. Kitts no later than **18 September 2026**.