



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 136-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

HUMAN RESOURCES MANAGER - RECRUITMENT

Salary range: CI\$85,320 – CI\$96,552 per annum

Job Summary: The HR Manager – Recruitment provides managerial oversight of HSA's day-to-day recruitment operations under the direction of the Chief Human Resources Officer. The role leads recruitment service delivery, promotes fair, transparent, and compliant hiring practices, supports onboarding and offboarding, maintains recruitment-related HR Information system (HRIS) records, and contributes to broader HR operational priorities. Working with HR colleagues, managers, supervisors, candidates, external agencies, and government stakeholders, the role ensures timely and effective recruitment services across HSA.

The Human Resources Department supports **1,300+ employees** across multiple departments and cost centers, within an organization operating on a **\$250 million budget** and an **HR budget of \$3.5 million**.

Qualifications & Experience: The successful candidate must be an accomplished HR professional with a Bachelor's Degree in Human Resources Management, Business Administration, or a related discipline. A Master's Degree and/or recognized HR professional certification would be desirable. The role requires five to seven (5–7) years' experience in Human Resources, with significant experience in recruitment.

The successful candidate should also possess at least three (3) years' supervisory or management experience. Experience in a large, complex organisation and exposure to local and international recruitment would be an asset.

A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates for this post.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to brenda.riley@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.



SCAN QR CODE TO APPLY
Application Deadline: September 6, 2026

Committed to *Caring* for You



JOB DESCRIPTION

Job Title	HR Manager - Recruitment	Job Holder	Vacant
Reports To	Chief HR Officer	Section	Human Resources

Background Information

The Cayman Islands Health Services Authority (HSA) is a Joint Commission International (JCI) Accredited organisation and the premier healthcare provider in the Cayman Islands.

The Anthony S. Eden Hospital (formerly George Town Hospital) is a 136-bed facility. It offers 24-hour accident and emergency services, ambulance services, an urgent care clinic, full maternity services and NICU, haemodialysis, a full-service outpatient pharmacy, and several diagnostic and specialist services.

The hospital provides access to care across Grand Cayman through the four district health centres, and outpatient clinics are located at Smith Road Medical Centre & Bay Town House.

In the Sister Islands, the Faith Hospital, an 18-bed facility in Cayman Brac, serves its residents, as does a clinic in Little Cayman.

The HSA is a statutory authority operating under the Ministry of Health & Environment & Sustainability.

Job Purpose

The HR Manager – Recruitment provides managerial oversight for the day-to-day recruitment operations of the Human Resources Office under the direction of the Chief Human Resources Officer. The role is responsible for leading recruitment service delivery, strengthening fair and transparent hiring practices, supporting onboarding and offboarding processes, maintaining recruitment-related HR information systems records, and contributing to broader HR operational priorities.

Dimensions

The Human Resources Department supports HSA's workforce of approximately 1,300+ employees across multiple departments and cost centers. With an operating budget for the organization at \$250 Million the current HR budget is \$3.5 million.

The HR Manager – Recruitment leads the recruitment function and works closely with HR colleagues, senior managers, department managers, supervisors, candidates, external agencies, and government stakeholders to deliver timely, compliant, and effective recruitment services.

Principal Accountabilities

1. Support the management of daily HR operations by developing, implementing, and maintaining recruitment policies, procedures, standards, templates, and service timelines in consultation with the Chief Human Resources Officer.

2. Oversee the operational recruitment process for HSA by managing the recruitment team, assigning work, monitoring performance, ensuring service standards are met, and reporting on recruitment activity, risks, and outcomes.

Key recruitment responsibilities include:

- Develop, implement, and update recruitment procedures, processes, templates, standards, and deadlines to ensure fair, consistent, transparent, and timely appointment decisions.
 - Develop shortlisting criteria by reference to the job description, competency profile, qualifications, and person specification for each role.
 - Review and update shortlisting methods annually to reflect current recruitment research, labour market conditions, and best practice.
 - Identify and recommend market best practices to improve recruitment effectiveness, candidate experience, and hiring outcomes.
 - Establish appropriate assessment and testing processes aligned to the level, requirements, and competencies of each role.
 - Develop and maintain robust reference, credential verification, and background-check procedures in accordance with applicable requirements.
 - Participate in interviews for senior or high-risk positions and ensure recruitment panels apply due diligence, fairness, transparency, and consistent evaluation standards.
 - Support the recruitment and retention of employees who demonstrate the competencies, values, and capabilities required to achieve HSA's goals and objectives.
 - Maintain current knowledge of labour legislation, immigration and registration requirements, audit expectations, and relevant HR policies, and implement required process changes in consultation with the CHRO.
 - Act as a primary point of contact for managers on recruitment matters, providing advice, guidance, and timely updates throughout the recruitment cycle.
 - Design and deliver recruitment process training and guidance for line managers and interview panel members.
 - Build effective working relationships with internal customers, external recruitment partners, professional bodies, and relevant government agencies.
 - Monitor recruitment expenditure, identify cost-effective sourcing options, and produce regular reports and recommendations to support budget management.
 - Support targeted recruitment communications, including digital and social media approaches suited to different job families and candidate markets.
 - Research and recommend suitable advertising channels for various posts, levels, and specialist recruitment campaigns.
 - Participate in local and overseas job fairs, career events, and outreach initiatives with the recruitment team.
 - Oversee tracking of staff transfers, promotions, contract changes, and other workforce movements, including related budget implications.
 - Provide feedback to internal candidates and recommend career pathway opportunities or development actions to the CHRO and senior management in collaboration with the Training and Development function.
 - Develop and maintain comprehensive onboarding and offboarding policies and processes that support a positive employee experience and organisational continuity.
3. Ensure recruitment-related employee records and HR information system entries are created, maintained, accurate, and updated in a timely manner.
 4. Establish and maintain systems, processes, and procedures for collecting, tracking, reporting, and safeguarding recruitment and workforce information.

5. Ensure relevant HR records, including job descriptions, personnel documents, recruitment files, identification records, and related documentation, are accurate, complete, current, and audit-ready.
6. Manage employment administration for temporary employees and locum arrangements, including coordination of registration, travel, accommodation, contract documentation, and related onboarding requirements.
7. Provide guidance and support to senior managers, managers, supervisors, and employees on recruitment, workforce changes, policy implementation, onboarding, and related HR matters.
8. Perform any other HR-related duties within the post-holder's competence as may reasonably be required by the Chief Human Resources Officer.

Qualifications, Experience & Skills Requirements

The post-holder must be an accomplished HR professional with a Bachelor's Degree in Human Resources Management, Business Administration, or a related discipline. A Master's Degree and/or recognized HR professional certification would be desirable. The role requires five to seven (5–7) years' experience in Human Resources, with significant experience in recruitment.

The post-holder should also possess at least three (3) years' supervisory or management experience. Experience in a large, complex organisation and exposure to local and international recruitment would be an asset.

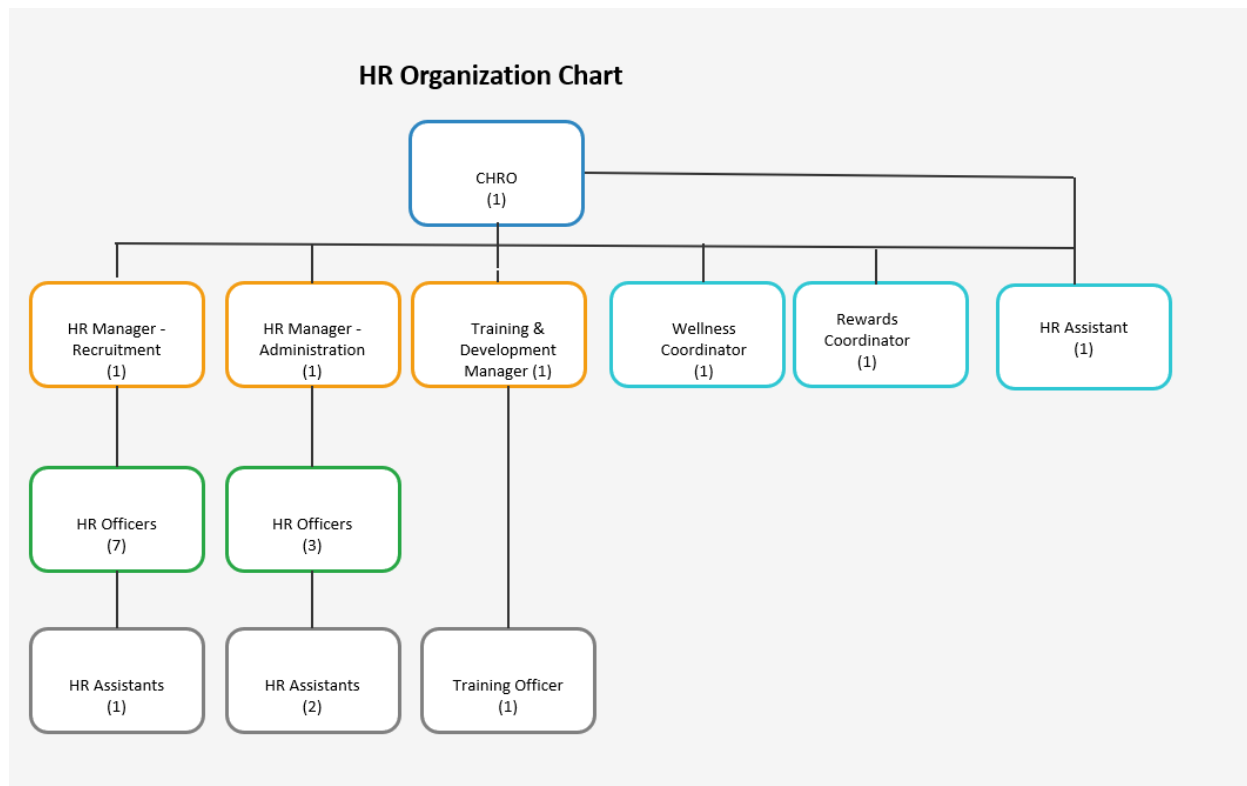
It is also essential that the post-holder possesses:

- The ability to listen effectively and work respectfully with people from diverse backgrounds and nationalities.
- Strong oral and written communication skills.
- The ability to interpret and apply laws, regulations, policies, and procedures affecting HR and recruitment practice.
- Knowledge and practical use of HR information systems and reporting tools to record data, monitor recruitment activity, and support evidence-based decisions.
- Integrity, impartiality, sound judgment, discretion, and strict confidentiality in handling sensitive employment and recruitment matters.
- Knowledge of competency-based recruitment, job description design, selection methodology, and workforce planning principles.
- Excellent organisational, analytical, prioritisation, and time management skills.
- Flexibility to meet operational demands, including peak recruitment periods and time-sensitive priorities.

Direct Reports

The post-holder directly supervises staff assigned to the recruitment function within the Human Resources Department.

Organizational Chart



Other Working Relationships

The post-holder works closely with HR colleagues, senior managers, department managers, supervisors, employees, applicants, external recruitment partners, professional bodies, and relevant government departments, including the Portfolio of the Civil Service, Public Service Pensions Board, Health Practice Commission, CBC/WORC, and the Ministry of Health, as required.

Decision-Making Authority and Controls

The post-holder makes routine operational decisions within approved HR policies, procedures, and delegated authority. The role assigns work, sets deadlines, monitors team outputs, escalates risks or exceptions to the CHRO, and ensures recruitment activity is conducted in accordance with applicable requirements.

Working Conditions

The post-holder normally works a standard 37.5-hour week, Monday to Friday. As HSA operates a 24/7/365 healthcare service, the post-holder may be required to work outside normal office hours during peak recruitment periods, urgent operational needs, career events, or time-sensitive workforce matters.

Assignment of Work

The post-holder works under the direction of the Chief Human Resources Officer while operating with a high degree of independence in managing recruitment priorities, team performance, assigned projects, deadlines, and service delivery expectations.

The post-holder is responsible for following up on recruitment team assignments, monitoring completion of tasks, and ensuring work is delivered accurately, promptly, and to the required standard.

Problem / Key Features

The post-holder must manage competing priorities, frequent interruptions, urgent recruitment needs, and a high volume of internal and external queries while maintaining accuracy, responsiveness, and sound judgment.

The role requires discretion, professionalism, cultural sensitivity, and confidentiality at all times, particularly when handling candidate information, workforce changes, internal movement, sensitive staffing matters, and recruitment decisions.

Approved By	CHRO
--------------------	-------------