



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 174**

**OSC Ref. C.4858<sup>35</sup>**

**24<sup>th</sup> July, 2020**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post **Senior Director, Human Resource Management & Development Division (GMG/SEG 4) for the period August 17, 2020 - October 2, 2020** in the **Human Resource Management and Development Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$3,032,763 - \$3,605,002 per annum and any allowance (s) attached to the post.

### **Job Purpose**

Under the general direction of the Principal Director, Policy Coordination and Administration, the incumbent provides technical and supervisory direction to the staff of the Human Resource Management and Development Division and serves as key advisor to the Permanent Secretary, Principal Director and Senior Directors on Human Resource Management and Development (HRM&D) issues. Work requires planning, organization, development and administration of uniform Human Resource Management and Development Policies, Procedures and Programmes as well as technical advice and decision making in the areas of Human Resource Management, Organizational Development, Industrial Relations, Human Resource Development and Documentation Information and Access Services, and the relevant Government Regulations.

### **Key Responsibilities**

#### **Management/Administrative**

- Participates in the Ministry's Strategic Planning Process and develops the Human Resource Management and Development input of the Strategic Plan and coordinates the development of Operational Plans and Budgets for the Units in the Division and monitors the implementation of these plans and budgets to ensure that the Division's work is carried out according to plan and within budget and that the agreed targets are met;
- Develops, constantly reviews and revises relevant policies, internal work systems and procedures to assure consistent quality Human Resource and Administrative Services and ensures that Policies and procedures are appropriately documented and disseminated to staff;
- Provides professional advice/guidance to the Permanent Secretary, Principal director, Divisional/Unit/Project Managers and employees in the interpretation and appreciation of Human Resource Management and Development Policies and Procedures and provides technical expertise to HR related issues;
- Represents the Ministry at meetings, conferences and Human Resource Management and Development related fora;
- Chairs or serves as a member of various Management Committees to facilitate collective decision-making on critical management issues and or provide technical advice;
- Reviews consistently Local, Regional and International trends and makes recommendations for policy review and adjustments to maintain currency and relevance to the strategic objectives of the Ministry;
- Liaises with other Agencies and Ministries, Institutions, Representatives of the Private Sector, Standards Organizations, Tertiary Institutions, Non-Government Organizations, Regional and International Agencies to achieve objectives;
- Leads and participates on various internal and external committees to provide guidance and technical support.

#### **Technical/Professional**

- Directs the conduct of organizational reviews within the Ministry of Industry, Commerce Agriculture and Fisheries;
- Maintains ongoing knowledge of developments in the Human Resource Management field so as to identify areas where Human Resource improvements are needed and plans strategies to improve Human Resource Management practices in the Ministry;

- Reviews, analyzes and monitors the administration of Human Resource Management programmes such as recruiting and selection, performance management, staff welfare and recognition and other programmes with a view to recommending improvements;
- Participates in the recruitment, selection and placement of senior level staff and develops and maintains the relevant Succession Plan;
- Oversees the Industrial Relations Programme, participates in meetings, conferences with representatives of Trade Unions and staff associations to negotiate contract agreements; monitors the administration of Collective Bargaining Agreements and investigates and resolves grievances or arrange mediation/arbitration;
- Manages the Ministry's Performance Appraisal System ensuring that all employees have knowledge of the System and that it is implemented in accordance with set standards;
- Manages and monitors the Human Resource Management Information System (HRMIS), ensures the development and maintenance of personnel records e.g. files, organization charts, staff lists, job descriptions, and maintains a system of reviewing and updating such documents as is necessary;
- Participates in the identification of training needs and the planning and implementation of training initiatives for the development of the Ministry's employees;
- Ensures the provision of Training Reports and the conduct of Training Needs Surveys to guide Policy decision-making;
- Determines in accordance with set guidelines which applications for Study Leave and Overseas Training Conference are to be recommended for approval;
- Ensures that Safety and Health Standards are maintained throughout the Ministry;
- Participates in the development and maintenance of relevant Safety Policies and Procedures;
- Develops the Ministry's Human Resource Capacity Plan and ensures that the Human Resource needs identified are addressed;
- Monitors the Human Resource capacity of the Ministry and its Agencies and provides feedback to the various stakeholders;
- Liaises with various Government Entities to provide critical Human Resource Information as required;
- Provides technical guidance to CEO, Executive Directors of the Ministry's Agencies on Human Resource matters;
- Oversees the development and maintenance of appropriate Records Management Systems and procedures throughout the Ministry by:-
  - Ensuring that information resources are organized for easy retrieval and are adequately stored
  - Ensuring that systems are in place to make internal and external publics aware of information resources which are available and services which are offered
  - Ensuring that information available are accurate and current
  - Ensuring that all requirements under related Acts and Legislations (such as the Access to Information Act) are met.
- Represents the Ministry and participates as a member of the Negotiating Team to address various Heads of Agreement, staff benefits, staff related issues;
- Manages the administration of Grievance Procedures within the Ministry and its Agencies;
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles and collaborates with CEO's/CTD's/Principal Directors/Managers to understand skills and competencies required for job openings;
- Creates learning and development programs and initiatives that provide internal development opportunities for employees;
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in Human Resources, Talent Management, and Employment Law.

### **Human Resource Management**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures.
- Develops and implements a Succession Planning Programme for the Divisions/Units to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division In collaboration with the Human Resource Division.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed.

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's Goals;
- Performs any other related duties, which may be assigned from time to time.

### **Required Competencies**

#### **Core:**

- Strong leadership and interpersonal skills
- Excellent oral and written communication skills
- Strong customer relations skills
- Excellent planning, organizing, analytical and negotiating skills
- Excellent judgment, decision making and problem solving skills
- People Management
- Ability to provide leadership, counsel, motivation and constructive performance reviews to staff at all levels
- Social skills
- Goal/Results Oriented
- Ability to Impact and Influence
- Change Management

#### **Functional/Technical:**

- Excellent knowledge of the principles and practices of Public Human Resources Administration including recruitment and selection, classification and compensation, job analysis, benefits administration, labour relations and training
- General knowledge of the operations of Government Rules, Regulations and Procedures
- Excellent knowledge of the Ministry's Policies and Procedures
- Knowledge of qualifications and characteristics of a wide variety of occupations
- Knowledge of Programme Budgeting and Financial Management
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action
- Knowledge of long range planning concepts and principles
- Good problem solving and conflict management skills
- Project Management skills
- Proficiency in the use of relevant Computer Applications

### **Minimum Required Qualification and Experience**

- Any combination equivalent to a Bachelor's Degree in Business or Public Administration, Human Resource Management, Psychology, Industrial Relations, Political Science or a related field
- Five (5) years progressively responsible experience administering the Human Resource functions of an organization
- Master's level work in any of the above fields and Public Sector experience are desirable

Applications accompanied by résumés should be submitted **no later than Tuesday, 4<sup>th</sup> August, 2020 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**