



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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24th September, 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 of **Director, Human Resource Management (GMG/SEG 3) (Not Vacant)** in the **Human Resource Branch, Jamaica Constabulary Force**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.

Job Purpose

To support the Human Resource needs of the Jamaica Constabulary Force with a view to achieving organizational efficiency and effectiveness in accordance with the vision and mission of the JCF and its Auxiliaries, the Ministry of National Security and the Government's Human Resource Management policies and guidelines.

Key Responsibilities

- **Manages/administers the implementation of the Human Resource policies in keeping with staff orders and approved regulations/guidelines by the competent authorities by:**
 - Interpreting and implementing Government's Human Resource (HR) policies
 - Ensuring that new and revised policies are implemented and fully understood
 - Advising the Senior Director, Human Resources and the Commissioner on various staff related matters
 - Undertaking planning with Section Heads to determine targets and goals for the activities of the Division
 - Maintaining network links with HR practitioners to keep abreast of new developments and best practices
 - Identifying areas where Human Resource improvements are needed and develops proposals to rectify same
 - Evaluating and approving for implementation of policy proposals submitted by staff at any level which will improve the efficiency and effectiveness of the Organization.
- **Supports the Manpower requirements of the Jamaica Constabulary Force and its Auxiliaries by:**
 - Recommending and interpreting the JCF's Recruitment and Termination policies
 - Matching current employees with the approved establishment and arranging to fill existing vacancies
 - Evaluating the effectiveness of present manpower in the JCF and its Auxiliaries and developing methods effectively utilizing available Human Resource;
 - Co-ordinating the Human Resource requirements of the JCF's programmes including budgeting and planning
 - Co-ordinating the implementation of Succession Planning for all Divisions within the JCF and its Auxiliaries
 - Planning/co-ordinating interviewing processes
 - Sitting on interviewing panels
 - Arranging for placement of new recruits and ensuring that transfers/placements are effected
 - Providing and administering appropriate selection tools
 - Negotiating terms of contract in keeping with stated guidelines
 - Preparing contract in respect of staff recruited on a contractual basis
 - Ensuring that payments of gratuity and terminal grants are in keeping with the terms of contract.
- **Develops and administers staff welfare programmes by:**
 - Advising individual member of staff of all benefits for which they are eligible in keeping with condition of service policy in force from time to time
 - Advising Heads of Section on matters affecting staff welfare
 - Compiling list of persons whose careers have been inactive for more than five (5) years

- in accordance with agreed guidelines for the JCF's Career Counselling Programme
 - Collaborating with (Public Sector Employee Assistance Programmes (PSEAP) Ministry of Finance and the Public Service and sensitizing members accordingly
 - Implementing HR intervention strategies e.g. counselling, training and/or staff rotation
 - Ensuring that arrangements for medical examination of permanently appointed staff members are made
 - Promoting and facilitating staff recreational activities
 - Collaborating with Community Relations Branch on matters relating to Staff Benefits.
- **Ensures that the Personnel Record Management Systems/database (HRMIS) is updated and maintained by:**
 - Ensuring the development of efficient and effective personnel record system in collaboration with Senior Director, Human Resource Division and Senior HRIS Officer
 - Keeping all rules and regulations which affect staff current and posted for their information.
- **Leads and manages the Human Resource Management Section in the achievement of the objectives by:**
 - Overseeing the preparation of Corporate/Operational/Work Plans and Budget for the Human Resource Management staff
 - Conducting periodic reviews of supervisees in accordance with Work Plans
 - Conducting final assessment of supervisees based on Performance Assessment criteria and preparing Performance Reports
 - Signing Performance Management Reports
 - Developing and managing the performance of the Section and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging of training
 - Ensuring sufficient and appropriate physical resources are available to staff to undertake their duties efficiently and effectively.
- **Implements the Performance Management Appraisal System (PMAS) by:**
 - Providing guidance to the staff of the JCF and its Auxiliaries in the preparation of their Work Plans
 - Ensuring that all Divisions complete and return their Work Plans in a timely manner
 - Reviewing Work Plans and Performance Reports for the staff of the Department and ensuring that performance indicators are measurable
 - Implementing the Recognition/Reward System
 - Providing feedback to the Divisional Heads and recommending areas of improvements as necessary
 - Conducting follow-up measures resulting from reviews and feedback sessions
 - Receiving employee's complaints and offering guidance and counselling.
- **Promotes/enhances harmonious Industrial Relations Climate by:**
 - Maintaining good relations with unionised and non-unionised staff
 - Intervening in negotiations in cases where there is deadlock
 - Initiating and developing strategic and tactical plans/programmes which will promote a healthy and proactive Industrial Relations Climate
 - Ensuring that Industrial Relations decisions are implemented in a timely manner.
 - Performing other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership and management skills
- Excellent interpersonal/communication skills
- Good problems solving and analytic skills.
- High level of integrity and professionalism
- Good planning and organization skills

Technical

- Proficiency in the use of relevant computer applications
- Sound knowledge of Compensation and Benefits Administration
- Excellent interviewing, counselling and negotiating skills
- Excellent knowledge of the general operations of the machinery of Government, specifically the Public Sector Human Resource Management Framework
- Expert knowledge of Labour Laws and Industrial Relations Practices
- Sound knowledge of Public Sector Regulations and Staff Orders

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management or Business Administration or Management from a recognized University or its equivalent with at least five (5) years of relevant work experience.

OR

- An undergraduate Degree in Human Resource Management, Business Administration or Management from a recognized University with at least seven (7) years of relevant work experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 7th October, 2020 to:**

**Senior Director
Human Resource Management & Development
Jamaica Constabulary Force
NCB South Tower
3rd Floor
2 Oxford Road
Kingston 5.**

Email: hrbranch@jcf.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**