



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 315**

**OSC Ref. C. 4858<sup>36</sup>**

**2<sup>nd</sup> December, 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 fill the vacant post of **Human Resource Development and Performance Management Officer (GMG/SEG 2)** in the **Cannabis Licensing Authority (CLA)**, salary range \$2,023,418 to \$2,405,208 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Director, Human Resource Management and Development, the Human Resource Development and Performance Management Officer will contribute to the efficient operations of the Human Resource Management and Development Unit by supporting the implementation of the relevant plans, programme and initiatives.

The incumbent is also responsible for managing the implementation and maintenance of a Performance Management Appraisal System within the Authority as well as ensure that all matters relating to training and development of staff are adequately addressed.

### **Key Responsibilities**

- **To manage the Performance Management and Appraisal System with a view to facilitate performance improvement:**
  - ✓ Co-ordinates and delivers sensitization sessions on Performance Management and Appraisal System to ensure awareness;
  - ✓ Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
  - ✓ Develops/reviews customized manuals and forms for the Authority in keeping with established guidelines;
  - ✓ Reviews Unit Plans and Individual Work Plans to ensure quality of content and alignment with Operational Plans;
  - ✓ Monitors compliance and general adherence to the PMAS policy and recommends appropriate strategies to mitigate gaps;
  - ✓ Contributes to the development of draft PMAS status reports;
  - ✓ Facilitates the Appeal process of PMAS;
  - ✓ Develops and maintains PMAS database.
- **To support organizational development initiatives within the Authority;**
  - ✓ Develops and reviews output focused Job Descriptions for each position;
  - ✓ Assists in developing and reviewing out-put focused Job Descriptions and Terms of References;
  - ✓ Assists in preparing submissions for restructuring and reclassification of posts.
- **To support professional conduct and other development initiatives through research, training, recruitment, rewards and recognition programmes.**
  - ✓ Assists in the preparation of Performance Reviews in relation to the Authority's Corporate Plan, Budget, Operational Plan;
  - ✓ Contributes to the preparation of monthly, quarterly and annual Reports;
  - ✓ Ensures the validity of the monthly attendance report done;
  - ✓ Conducts the shortlisting of applicants;
  - ✓ Prepares interview scoresheets;
  - ✓ Prepares letters to request referee reports, vetting/background checks and provides follows up with requests to ensure completion of reports;

- ✓ Provides information and advice on Human Resource Management issues to staff and ensures effective communication with all staff to maintain an ethical, professional and transparent working relationships, where appropriate;
- ✓ Recommends changes to the Authority's Human Resource policies and procedures;
- ✓ Participates in HR projects as required by the Director, Human Resource Management and Development to include research as well as the preparation of documents and implementation of recommendations agreed to;
- ✓ Conducts investigatory meetings into alleged professional misconduct, grievance or employee relations matters and prepares outcome reports for the requisite action to the Director, Human Resource Management and Development;
- ✓ Coordinates staff training, and development based on organisation needs assessment findings;
- ✓ Monitors and evaluates the effectiveness of Training Programmes;
- ✓ Co-ordinates and processes documentation relating to employee appointments, promotions, transfers, terminations and retirements;
- ✓ Administers the Authority's Reward and Recognition Programme;
- ✓ Co-administers surveys and employee of the quarter and year to all staff;
- ✓ Co-ordinates and monitors the testing and interviewing of candidates;
- ✓ Co-ordinates orientation sessions and ensures that resources are adequate to facilitate successful outcome;
- ✓ Ensures the validity of credentials and the creation of personal files for new recruits;
- ✓ Provides effective leadership to direct reports through the establishment of performance targets, succession planning, effective communication etc.;
- ✓ Conducts performance evaluation assessments of direct reports and makes appropriate recommendations;
- ✓ Develop and administers performance improvement plans and initiatives for staff;
- ✓ Identifies training that are relevant to the organization and makes recommendations;
- ✓ Assists the Director, Human Resource Management and Development with the management of the Unit;
- ✓ Liaises with customers (internal and external), Government Ministries, Department, Agencies and Private Sector Organization;
- ✓ Initiates performance incentives and disciplinary actions;
- ✓ Performs other related duties as assigned from time to time by the Director, Human Resource Management and Development.

### **Required Knowledge, Skills and Competencies**

- Strong Oral and Written Communication
- Customer and Quality Focus
- Teamwork and Communication
- Knowledge of Human Resource Policies and Procedures, Staff Orders, etc.
- Proficiency in Microsoft Office
- Excellent planning and organizing skills
- Good knowledge of interviewing techniques

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

- Bachelor's degree in Human Resource Management, Public Administration or any other related field.
- At least 2–3 years' experience in Human Resource Management
- Strong analytical and problem-solving skills
- Excellent interpersonal skills
- Knowledge of GOJ human resource policies and procedures would be an asset

### **Special Conditions Associated with the Job**

May be required to work long and unscheduled work hours to meet critical deadlines, including on weekends and public holidays.

**A valid driver's licence and ownership of a motor vehicle is required for this post.**

Applications accompanied by Résumés should be submitted **no later than Tuesday, 15<sup>th</sup> December, 2020 to:**

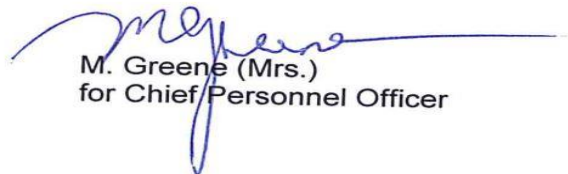
**Director, Human Resource Management and Development  
Cannabis Licensing Authority  
4<sup>th</sup> Floor, Pan Jam Building,  
60 Knutsford Boulevard,  
Kingston 5**

**Email: [vacancies@cla.org.jm](mailto:vacancies@cla.org.jm)**

**The successful candidate will be offered a three (3) year contract with gratuity payable after satisfactory performance after two (2) years.**

**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.**

  
M. Greene (Mrs.)  
for Chief/Personnel Officer