

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 38
OSC Ref. C. 6000⁷

28th January, 2021

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 Director, Employee Relations (GMG/SEG 2) in the Human Resource Division, Jamaica Constabulary Force** salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for administering all Industrial Relations matters for the Department, for the promotion of good labour practices and harmonious relations between management, workers, Trade Unions and Associations.

Key Responsibilities

Technical/Professional

- Implements Human Resource policies/strategies consistent with best practices;
- Develops, communicates and maintains Industrial Relations policies and procedures developed, communicated and maintained;
- Investigates Industrial Relation issues investigated;
- Takes disciplinary actions as necessary;
- Reports prepared and submitted;
- Manages the Attendance Register appropriately;
- Staff appointments, promotions, transfers and terminations objectively managed.
- Represents the Department at meetings relating to negotiations, conciliations and arbitrations;
- Participates in the preparation of briefs on wage claims for submission to the relevant authorities;
- Conducts research and processes all Industrial Relations matters;
- Interprets relevant Industrial Legislations and provides professional guidance and advice as required;
- Co-ordinates and chairs meeting at the local level on claims that do not have service wide implications;
- Ensures staff awareness of changes to Labour Laws, arbitration decisions and anything that may affect union and management relations;
- Examines and attempts to resolve industrial disputes and grievances in the workplace;
- Maintains good relationships between employer, Unions and employees;
- Researches past arbitration decisions, grievances and analyses their effect on pending negotiations;
- Liaises with the relevant Ministries, Departments, Agencies on Industrial Relations matters;
- Advises management on matters related to the administration of contracts
- Investigates accidents and ensures settlement;
- Ensures that attendance records are properly maintained throughout the Department;
- Prepares and analyses attendance reports and recommends strategy for improving tardiness and absenteeism where necessary.

Management/Administrative

- Prepares briefs for the management team on claims served by Unions/Associations;
- Monitors the implementation of Heads of Agreement;
- Disseminates information to staff on changes in the relevant Acts, Regulations, Codes and Laws;

- Participates in the design and development of the work plan/programme for the Division;
- Provides guidance to relevant persons on the proper procedures for carrying out negotiations on salary agreements;
- Provides advice on the operation of industrial awards and agreements.

Human Resource

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations;
- Participates in the recruitment of staff for the Department;
- Determines the tools/resources required for improved efficiency within the Unit;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Punctuality, Integrity
- Working knowledge of the Departments' operations
- Expert knowledge of Employee Relations policies
- Sound knowledge in the use of computers and applications
- Teamwork
- Excellent oral and written communication skills
- knowledge of HR policies and procedures
- Customer and quality focus skills
- Problem solving skills
- Compliance
- Initiative
- Leadership

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or Public Administration and training in Industrial Relations, at a recognized tertiary institution.
- Minimum five (5) years' experience in a related field

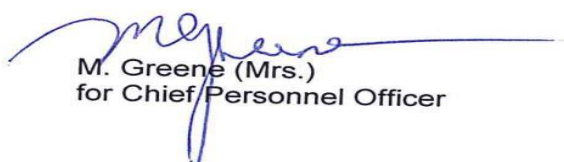
Applications accompanied by résumés should be submitted **no later than Wednesday, 10th February, 2021 to:**

**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.


M. Greene (Mrs.)
for Chief Personnel Officer