



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
WEBSITE: www.osc.gov.jm

CIRCULAR No. 236
OSC Ref. C. 4858³⁹

13th July, 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 be assigned to the post of **Director, Industrial Relations (GMG/SEG 1) - (Not Vacant)**, in the **Human Resource Management and Development Division, Ministry of Agriculture and Fisheries**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director, Human Resource Management and Development, the Industrial Relations Director (GMG/SEG 1) is responsible for managing the Industrial Relations functions by:

- Developing policies and policy guidelines and ensuring that they are adhered to
- Undertaking research and keeping abreast of trends and development in the field
- Ensuring that the development of strategies and programmes are designed to maintain good Labour Relations between management, staff and trade unions/staff association
- Providing leadership by participating as a member of the negotiating team dealing with Collective Bargaining and other Industrial Relations matters
- Acting as the Ministry's Chief Advisor on Industrial Relations matters.

Key Responsibilities

Management/Administrative:

- Exercises responsibility for the development of policy and policy guidelines;
- Represents the Ministry at meetings, seminars and conferences on Industrial Relations and related matters;
- Writes a variety of reports, papers and briefs and submits to the Permanent Secretary or presents at meetings, seminars and workshops;
- Participates in meeting with the Ministry of Finance and the Public Service's Industrial Relations Unit, Statutory Bodies and Agencies in union negotiations on behalf of staff members;
- Provides leadership to and participates as a member of the Negotiating Team dealing with Collective Bargaining and other Industrial Relations matters;
- Acts as the Ministry's Chief Advisor on Industrial Relations Matters;
- Provides counselling to members of staff on Human Resource and Industrial Relations issues;
- Provides technical advice/guidance on Industrial Relation matters to Directors, Managers, Heads of Divisions/Department, Agencies and Statutory Bodies;
- Reviews and makes recommendations to the Permanent Secretary, through Senior Director, HRM&D on claim submissions and all matters relating to discipline of employees;
- Ensures the design, development and management of strategies and programmes to maintain harmonious Labour Relations between management, staff and Trade Unions/Staff Associations;
- Represents the Ministry at Boards of Enquiry and meetings on Wages, Salaries and Fringe Benefits;
- Collaborates in the review and justification of alternative Industrial Relations strategies to be adopted, often at short notice; participates in establishing norms and developing accurate indicators for measuring effectiveness.

Technical

- Co-ordinates disciplinary proceedings and sees to the implementation of recommendations and findings;

- Investigates causes of disputes and circumstances relating to work stoppages and other forms of labour unrest and devise, recommends and implements appropriate corrective action;
- Undertakes background work and research on Industrial Relations issues and when approved sees to their adherence;
- Communicates all relevant information acquired to the Ministry, in order to influence planning and decision making;
- Interprets information for the benefit of line managers and offer consultations to the Ministry's officials, the public and employees as requested;
- Co-ordinates and monitors Staff Welfare Programmes;
- Conducts interviews with employees who are involved in disputes and those with grievances;
- Investigates complaints regarding salary, working conditions;
- Interprets Governments policy on Industrial Relations, discipline, leave, pensions and post reclassification;
- Prepares and issues warning letters;
- Ensures acceptance and implementation of the Staff Orders and Government Regulations, which are designed to facilitate mutual responsibility and respect;
- Liaises with the Ministry of Finance and Public Service on matters relating to salary, allowances, negotiations and Government Industrial Relations policies;
- Ensures that members of staff of the Ministry and relevant Agencies, bodies are aware of and adhere to the policies, procedures and regulations of Government and the Ministry;
- Provides guidance to members of staff through counseling or refers them to Ministry of Finance and Public Service, Employee Assistance Programme;
- Provides leadership to staff through maintaining staff morale;
- Prepares reports and Minutes for submissions to – Office of the Services Commissions; Ministry of Finance and the Public Service; Disciplinary Committee Members;
- Participates as a member of the Disciplinary Committee and prepares submission on all cases for the procedures to Office of the Services Commissions;
- Costs all claims and prepares Budget for claims submitted by relevant bodies and submits to Ministry of Finance and the Public Service;
- Prepares Budget for termination and abolition of post exercise for submission to Ministry of Finance and the Public Service;
- Negotiates salaries and fringe benefits for employees of the Ministry and relevant bodies affiliated with the Ministry;
- Monitors and submits report on the performance of officers against whom disciplinary action was instituted;
- Investigates and makes recommendations on matters relating to disputes, grievances, legal and medical matters;
- Verifies, computes and submits claims for Uniform and Tailoring allowances for the relevant officers;
- Liaises with Human Resource Managers and Heads of Department/Agencies/Statutory Agencies to obtain information and clarifications and to provide advice and recommendations;
- Functions as a team member in developments in Industrial/Labour Relations field by:
 - maintaining a network with other organizations through Industrial Relations/Human Resource Specialists and Line Managers
 - Attending the relevant seminars

Human Resource

- 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, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- 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.

Other

- Attends meeting at the Ministry of Labour for the grant of Work Permit approvals;
- Performs other related duties from time to time as instructed by the Senior Director, Human Resource Management and Development.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Methodical
- Team work and co-operation
- Good interpersonal skills
- Good customer and quality focus skills
- Managing partners
- Managing the client interface
- Excellent leadership skills
- Good analytical and decision making skills

Technical

- Excellent knowledge of the Grievance process
- Excellent knowledge of the Industrial Relations policies
- Excellent knowledge of the Jamaican Labour Laws
- Excellent negotiating skills
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree (B.Sc) in Business Administration, Public Administration or Human Resource Management
- Successful completion of recognized training in Industrial Relations
- At least three (3) years working experience in the field of Industrial Relations

Special Condition Associated with the Job

- Exposure to highly confidential and sensitive information
- Expected to demonstrate high level of integrity and professionalism
- Critical deadlines to meet
- Islandwide traveling
- Exposure to aggressive behaviour

Applications accompanied by résumés should be submitted **no later than Monday, 26th July, 2021 to:**

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

Email: hrm@moa.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**