



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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3rd August, 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 following **vacant** posts in the **Human Resource Management and Development Branch, Ministry of Science, Energy and Technology (MSET)**:

1. **Director, Human Resource Management (GMG/SEG 3)**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Director, Employee Relations, Health, Safety and Wellbeing (GMG/SEG 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

1. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Human Resource Management and Development, the Director, Human Resource Management manages the recruitment, selection, promotion and internal movement of staff within the Ministry. This will involve facilitating the secretariat functions for the various committees required under the delegation of functions.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Operational Plan and Budget;
- Develops, implements and monitors the Unit's Work Plan and HRM Plans;
- Maintains proper documentation of the work of the HRM Section;
- Provides professional advice and guidance to employees of the Ministry, and its Departments/Agencies on Human Resource Management policies, procedures and regulations.

Technical/Professional:

- Develops Human Resource Management policies for the Ministry; reviews and recommends amendments to Human Resource Management policies and strategies based on the impact of implementation and ensures their alignment with the Ministry's Strategic objectives and best practices;
- Develops the Annual Human Resource Plan for the Ministry; conducts periodic cost and productivity analysis and initiates and/or makes recommendations for changes where necessary to achieve established goals;
- Develops the Succession Plan for key posts identified in collaboration with Line Managers; collaborates with the Director Organizational Development to ensure that the performance management process; supports the identification of staff career aspirations; monitors the Individual Development Plans of identified persons in the Succession Plan and collaborates with the Director, Human Resource Development as to the necessary steps to be taken;
- Develops and manages the implementation of a recruitment strategy including the use of appropriate assessment tools to recruit and select high performing employees that fit within the Organization's culture;
- Establishes a database of recruitment sources that is capable of providing potential employees at all levels of the Organization; evaluates recruitment channels and instruments to determine effectiveness;
- Designs and administers assessment centres against competencies identified in consultation with Line Managers for a particular job for the purposes of recruitment and promotion of staff; ensures that the developed assessment centres are robust and allow for an equitable demonstration of strengths and skills of individuals in a variety of tasks and situations;

- Monitors the Office of the Services Commissions Audit Reports of the Ministry's performance of its delegated authority as it relates to recruitment, promotion and related issues; recommends and takes appropriate action as required;
- Manages and administers (when necessary) the recruitment, promotion and separation process for the Agencies of the Ministry and the projects that fall under the purview of the Ministry's Portfolio; prepares and submits to the Ministry of Finance and the Public Service contracts for employment and other related documents for the approval of the Ministry;
- Ensures the promotion process is transparent and complies with the Staff Orders and the Public Service Regulations; ensures that an effective communication mechanism exists and is utilized in the advertisement of all opportunities for promotion;
- Reviews and analyzes the Ministry's structure and manpower needs and makes recommendations to management for adjustment to the Ministry's structure and manpower where necessary;
- Designs and administers the use of appropriate tools to facilitate Exit Interviews; analyses information received from interviews and provides feedback to line managers; also use data to inform operational and strategic HR decisions;
- Operates as subject matter expert and provides advice to executive management and line managers on matters relating to areas within the span of control.

Human Resource:

- Develops and manages the overall performance of the HRM Unit and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.

Required Knowledge, Skills and Competencies

- Sound knowledge of the general operations of the Machinery of Government, especially the Public Sector Human Resource Management and Development framework
- Sound knowledge of the Public Sector Human Resource policies and procedures (Public Service Regulations, Staff Orders, etc.)
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent customer service skills and quality focus
- Excellent oral and written communication skills
- Excellent problem solving and decision making skills
- Excellent leadership and people management skills
- Good planning and organizing skills
- Good ethical principles and sound integrity
- Good interpersonal and analytical thinking skills
- Ability to work as part of a team and co-operative
- Ability to effectively manage external relationships
- Ability to monitor and report on Project Budgets across the portfolio at stakeholder and sponsor levels
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or another project tool

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Business Administration or Management Studies from a recognized University;
- Training in Supervisory Management;
- Six (6) years' experience in Human Resource Management preferable within the Public Sector, three (3) years of which should be at a Supervisory or Managerial level.

2. Director, Employee Relations, Health, Safety and Wellbeing (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Human Resource Management and Development, the Director, Employee Relations, Health, Safety and Wellbeing (ERHSW) is responsible for developing and implementing employee relations and welfare strategies which are designed to motivate staff to meet the Ministry's Strategic Objectives. The incumbent is also responsible for the management of discipline and grievance in an effort to foster and promote a harmonious Industrial Relations Climate, while enabling employees to be productive, healthy and safe.

Key Responsibilities

Management/Administrative:

- Participates in the preparation and monitoring of the Branch's Operational Plan and Budget;
- Participates in the development and implementation of Human Resource Policies and Plan.

Technical/Professional:

- Develops and co-ordinates the implementation of the Disciplinary Policy;
- Administers and monitors compliance with the Disciplinary Policy;
- Co-ordinates the establishment of a Disciplinary Committee and acts as Chairperson;
- Develops and co-ordinates the implementation of the Code of Conduct/Dress Code;
- Administers and monitors compliance of the Code of Conduct/Dress Code;
- Develops and maintains an employee relations strategy that will foster and enhance co-operation, unity and fairness within the Ministry;
- Co-ordinates and monitors all Staff Welfare Programmes;
- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes to promote a positive work climate;
- Provides guidance and advice as required by managers and staff about the disciplinary processes, procedures and policies;
- Investigates matters affecting staff and makes recommendations in relation to the following: -
 - ✓ Employee Relation
 - ✓ Health and Safety
 - ✓ Welfare and Wellbeing
- Co-ordinates in collaboration with the Human Resource Development Unit, Sensitization Sessions to inform staff about health and good practices at the work place;
- Administers the grievance process for the Ministry in keeping with existing regulations;
- Manages the Benefits Administration processes of the Ministry;
- Manages the maintenance of Period of Service Records;
- Manages the Pension Administration processes and the maintenance of the Public Employees' Pension Administration System (PEPAS);
- Prepares submissions to the Human Resource Executive Committee (HREC);
- Takes appropriate action to effectively manage staff attendance and punctuality;
- Manages the Ministry's Lunch Subsidy Programme.

Human Resource:

- Develops and manages the performance of direct reports, including recommendation for transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.

Required Knowledge, Skills and Competencies

- Sound knowledge of the general operations of the Machinery of Government, especially the Public Sector Human Resource Management and Development framework
- Excellent knowledge of the Jamaica Labour Laws, the Public Service Regulations, Staff Orders for the Public Service, Delegations of Functions and other Government of Jamaica policies and procedures;
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Excellent customer service skills and quality focus
- Excellent oral and written communication skills
- Excellent problem solving and decision making skills
- Excellent leadership and people management skills
- Excellent negotiating and persuading skills
- Good planning and organizing skills
- Good ethical principles and sound integrity
- Good interpersonal and analytical thinking skills
- Ability to work as part of a team and co-operative
- Ability to effectively manage external relationships

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Business Administration, Management Studies or its equivalent from a recognised tertiary institution;
- Training in Industrial Relations and Conflict Management;
- Training in Occupational Health and Safety;
- Training in Events Management/Planning;
- At least four (4) years' experience in a related field and a track record in planning and delivery of employee and industrial relations initiatives.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 10th August, 2021 to:**

Director,
Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 2nd Floor
36 Trafalgar Road
Kingston 10

Email: careers@mset.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