



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 275**  
**OSC Ref. C.6634/S8<sup>2</sup>**

**16<sup>th</sup> 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 **vacant post of Director, Human Resource Management and Development (Grade 2B)** in the **Registrar General's Department (Head Office)**, salary range \$3,163,534.73 - \$4,428,949.37 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direct supervision of the Chief Executive Officer (CEO), the incumbent is responsible for providing leadership and strategic direction for Human Resource Management in the Agency, promoting best practices in Human Resource Management and monitoring internal and external signals pro-actively to ensure that Human Resource policies and practices have continual relevance to the business of the Agency.

**Key Responsibilities**

***Technical/Professional:***

- Supports the CEO by participating in major decisions that affect people management in the Agency;
- Works with the Senior Management Team to analyse and devise solutions for organizational issues;
- Facilitate the hiring of appropriate and suitable persons to posts, including vacant, temporary and contract posts;
- Keeps abreast of trends and changes in local and global Human Resource Management and Development issues, makes recommendations and implements, where necessary, to improve the quality of Human Resource services in the Agency;
- Prepares and manages the Human Resource Management (HRM) Division's Annual Budget;
- Ensures that the work of the HRM Division is properly documented;
- Reviews and approves the annual Development Plans for all staff members and ensures their effective implementation;
- Co-ordinates Succession Planning and Retirement Programmes (Pensions).

***Management/Supervisory:***

- Develops, monitors and evaluates the implementation of the HRM Division's Corporate and Operational Plans;
- Oversees the design of Work Plans and programmes for the HRM Division, ensuring that staff are effectively utilized;
- Ensures high level of adherence to the Human Resource policies within the Agency;
- Ensures that the work of the HRM Division is properly documented, including employee personal files;
- Leads, prioritizes and monitors the day-to-day operation of the HRM Division to ensure the effective management of all inputs and that goals and objectives are met;
- Oversees and participates in the review and evaluation of the work of staff members on a regular basis;
- Reviews and approves the Individual Work Plans of Direct Reports (Human Resource Development Officer, Organization Development and PMAS Officer, Manager, Human Resource Management and Employee Relations and Administrative Assistant) and evaluates same at appropriate intervals;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Develops and revises HR related documents as is necessary, such as Dress Code Policy;
- Facilitates the review of other relevant documents.

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

- Excellent knowledge of Labour Laws, Labour Relations and Employee Relation practices
- Sound knowledge of Human Resource Management Policies and Procedures, Staff Orders for the Public Service and Public Service Regulations
- Excellent knowledge of Compensation and Benefits Administration and related statutory regulations
- Excellent oral and written communication and interpersonal skills
- Able to direct and guide in Succession Planning, training and development
- Sound knowledge of Risk Management principles
- Excellent judgement, decision-making and problem-solving skills
- Excellent interviewing and negotiation skills
- Ability to work under pressure and meet tight deadlines
- Working knowledge of relevant computer applications and systems, including Human Resource information systems
- Ability to consistently demonstrate integrity and sound business ethics in the execution of duties
- Thorough knowledge of Strategic Planning

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

- Master of Science Degree in Human Resource Management/Development or equivalent qualification/training;
- Five (5) years' related work experience at the managerial level;
- Training in Labour Relations, Negotiations, Compensation and Benefits Administration would be an asset.

Applications accompanied by Résumés should be submitted **no later than Friday, 27<sup>th</sup> August, 2021 to:**

**Chief Executive Officer & Deputy Keeper of the Records  
Registrar General's Department  
Twickenham Park  
St. Catherine**

E-mail: [vacancies@rgd.gov.jm](mailto:vacancies@rgd.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**