



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 320

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27th September, 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, Employee Relations (GMG/SEG 1) (not vacant)** in the **Human Resource Management and Development (HRMD)** of the **Ministry Industry, Investment and Commerce**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

The Director, Employee Relations (GMG/SEG 1) is responsible for developing and implementing Employee Relations and Welfare strategies which are designed to motivate staff to meet the Ministry's strategic needs. The incumbent is also responsible for the management of discipline and grievance and is required to foster and promote a harmonious Industrial Relations Climate, by enabling employees to be productive, healthy and safe.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Ministry's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Employee Relations and Wellbeing (ERW) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;
- Manages the daily operations of the EPR Unit to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Unit at meetings/conferences and other fora;
- Provides guidance/advice to the PS, Heads of Agencies and Department, Director, HRMD and other personnel on matters under purview;
- Administers policies and programmes by ensuring consistency, equity of good human resources practices;
- Keeps abreast of trends and changes in Employee Relations and Wellbeing and makes recommendations for their adoption where necessary to enhance the Ministry and its Agencies and Departments Human Resource service delivery.

Technical:

- Provides advice to managers and staff about welfare, grievance, Occupational Health and Safety, Industrial Relations and disciplinary matters;
- Develops, maintains and co-ordinates the implementation of the following policies for the Department: -
 - Code of Conduct and Disciplinary Procedures
 - Dress Code
 - Punctuality
 - Health and Safety
- Co-ordinates the establishment of a Disciplinary Committee as required;
- Manages the administration of the disciplinary and grievance processes for the Ministry and reviews and signs letters/correspondences to staff and externally in this regard or as directed by the Director, Human Resource Management and Development;
- Develops and maintains an Employee Relations strategy that will foster and enhance co-operation, unity and fairness within the Ministry;
- Designs and implements systems and procedures as required dealing with employee related issues;
- Co-ordinates the establishment of a Welfare Committee and acts as Chairperson;

- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes and makes recommendations to improve/promote a harmonious working environment;
- Ensures that counseling is provided for staff as required;
- Ensures that mechanisms are developed to manage Occupational Health and Safety issues and other job related injuries that may occur;
- Reviews and prepares submissions (such as interdiction, consideration to terminate temporary employment) for the Human Resource Executive Committee (HREC) for consideration.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff within the Ministry;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that staff members are sensitized on the policies, procedures and regulations of the Public Service and the Ministry;
- Recommends disciplinary action.

Other:

- Serves on designated Management Committees in the Department.
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Behavioural:

- Good Oral and written Communication
- Teamwork and Co-operation
- Interpersonal skills
- Initiative
- Customer and Quality Focus skill
- Compliance
- Adaptability
- Integrity
- Methodical
- Problem solving and decision making skills
- Planning and Organizing
- Goal/Result Oriented
- Managing External Relationships
- Leadership
- Impact and Influence
- Managing Partners
- Analytical Thinking

Technical:

- Use of Information, Communication and Technology
- Change Management
- Strategic Vision
- People Management

Knowledge of: -

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the Administration of Human Resource Management services.
- Current trends in Human Resource Management Techniques and practices.
- Labour Laws Occupational Health and Safety practices.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Industrial Relations, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; **plus**
- A minimum of three (3) years' experience in the administration of employee relations matters and the planning and delivery of welfare initiatives in an Organisation of similar size and complexity;

Special Conditions Associated with the Job

- Normal office conditions
- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment
- Required to travel island wide
- May be required to travel overseas

Applications accompanied by résumés should be submitted **no later than Friday, 8th October, 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**