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22nd November, 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 post of **Manager, Human Resource Management and Development (Level 7) – (Vacant)** in the **National Fisheries Authority, 2c Newport East, Ministry of Agriculture and Fisheries**, salary range \$2,185,162 - \$2,687,474 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Senior Director, Corporate Services, the Manager, Human Resource Management and Development (Level 7), is required to manage and guide the provision of Human Resource programmes and services at the National Fisheries Authority with a view to achieving organizational efficiency and effectiveness.

The Manager, Human Resources Management and Development establishes and leads strategic Human Resource practices aimed at achieving an employee oriented, high performance culture that emphasizes empowerment, quality and productivity standards, goal attainment and the development of a superior workforce.

The incumbent is also required to oversee the related administrative functions to facilitate effective communication and support services.

Key Responsibilities

Management/Administrative

- Develops the Strategic Human Resources Management and Development Policy Framework, related policies, programmes, Work Plans, schedules and guidelines to achieve stated goals and targets;
- Leads the development of Succession and Talent Management Plans and strategies for a transformed and modernized strategic HRM&D culture;
- Reviews and revises HR policies, standards and practices. Makes required amendments and circulates to staff;
- Develops training schedules and organizes training courses and seminars for staff;
- Provides expert advice and guidance to the CEO, Director Corporate Services and staff members on matters related to Human Resources Management and Development;
- Chairs or serves on various committees and represents the Authority at meetings, conferences, seminars, workshops and other fora;
- Investigates complaints and services generally and makes changes as required;
- Formulates a variety of reports on Human Resources, Industrial Relations and related issues.

Technical/Professional

- Directs, co-ordinates and monitors the Performance Management and Appraisal System together with an Incentives and Rewards System, sensitizing and training staff and facilitating compliance;
- Formulates developmental policies and programmes, Training Needs Assessment, Training Surveys, Study Leave, Orientation Programmes and other training arrangements and fosters a culture of continuous learning and knowledge facilitation;
- Interprets and implements Human Resource Management and Development Policies, Programmes and guidelines and provides guidance to the CEO and staff members as required;
- Provides thorough, accurate, well researched information, ensuring adherence to relevant legislation, (including the Access to Information Act) and ensuring they are carefully followed;
- Ensures that Corporate, Strategic and Operational Plans of the Branch are based on key outputs and objectives, that performance targets are set and that plans are linked to the

Budget forecast and in alignment with organizational Vision, Mission Statement and objectives;

- Keeps abreast of trends and developments in Strategic Human Resources Management and Development and Industrial Relations and utilizes best practices to enhance performance at the Authority;
- Supervises the implementation of appropriate and efficient Records Management systems and procedures and the compilation of information and data;
- Institutes coaching, counselling and mentoring interventions for members of staff;
- Institutes and monitors the Human Resources Management Information System for easy storage and retrieval of Human Resources & Industrial Relations data;
- Leads the Employee Benefits Programme and develops and implements related policies and procedures;
- Manages and strengthens the recruitment and selection process, talent strategy planning, high performance and positive employee relations at the Authority.
- Ensures that Security, Health and Safety standards are maintained;
- Develops and leads the Succession Planning Programme for the Branch;
- Develops systems and procedures to facilitate the vibrant and effective flow of information to and from various stakeholders.

Human Resource Management

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff are clearly identified and addressed;
- Participates in the recruitment of staff, recommends transfers, promotion, termination, leave and disciplinary action as required;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisal Reports and recommends and or initiates corrective action where necessary to improve performance and or achieve personal and organizational goals;
- Creates and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to organizational goals;
- Keeps staff apprised of best practices in Strategic Human Resources, Industrial Relations and Management and promotes adherence to the Authority's policies, regulations and standards.
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent leadership, interpersonal, influencing, team management and coaching skills.
- Excellent negotiating, collective bargaining and analytical skills.
- Effective networking and advocacy skills.
- Strong communication skills.
- Strong customer relations skills.
- Excellent planning and organizing skills.
- Excellent judgment, decision making and conflict management skills.
- People management skills.
- Ability to provide counsel, motivation and constructive performance reviews for staff at all levels.
- Ability to demonstrate emotional intelligence and to work under pressure in a team.
- Ability to manage and to embrace change.

Technical

- Basic knowledge of the Fisheries Act 2018, other relevant legislation, policies and guidelines of the National Fisheries Authority.
- Thorough knowledge of Staff Orders, public sector laws, the Public Service Regulations and rules and guidelines.
- Excellent knowledge of Corporate Planning, Performance Management Systems and current trends in training and career development.
- Good knowledge of the Authority's policies and procedures.
- Thorough knowledge of relevant policies, guidelines and legislation relating to HR & IR.
- Excellent knowledge of management and general administration.
- Proficiency in the use of spreadsheets and computerized accounting systems.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management, Business Administration or Public Administration or a related field;
- Training in Human Resources Management; and
- Five (5) years' experience at a senior/supervisory level in a comparable working environment.

Special Conditions Associated with the Job

- Typical office environment, no adverse working conditions.
- Required to travel locally and overseas for short periods.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd December, 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**