



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 43 **OSC Ref. C. 6555¹²**

2nd February, 2022

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 the post of **Director, Human Resource Management and Administration (Level 8) (Not Vacant)** in the **Jamaica Intellectual Property Office**, salary range \$2,788,986 - \$3,486,231 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Executive Director, the Director Human Resource Management and Administration is required to direct, manage and guide the provision of Human Resource programmes and services at the JIPO with a view to achieving organizational efficiency and effectiveness.

The Director, Human Resources Management and Industrial Relations 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.

There is also the requirement to manage the Administrative and Office Service functions to facilitate effective communication and support services.

Key Responsibilities

Management/Administrative

- Develops the Strategic Human Resources Management Policy Framework, related policies, programmes, workplans, schedules and guidelines to achieve stated goals and targets;
- Assists with the development of Work Plans and Schedules for staff;
- Reviews and revises HR policies, standards and practices. Makes required amendments and circulates to staff;
- Represents the JIPO at meetings, conferences and seminars;
- Develops training schedules and organises training courses and seminars for staff.
- Provides expert advice and guidance to the Executive Director, Advisory Board and staff members on matters related to the designated area of responsibility;
- Chairs or serves as a member of various committees and represents the JIPO at meetings, conferences, seminars, workshops and other fora;
- Investigates complaints and services generally and makes changes as required;
- Conducts research and formulates a variety of reports on Human Resources, Industrial Relations and related administrative issues.

Technical/Professional

- Directs, co-ordinates and monitors the Performance Management and Appraisal System together with Incentives and Rewards System, sensitizing and training staff and facilitating compliance;
- Formulates developmental policies and programmes and the annual Training Needs Assessment exercise, Training Surveys, Study Leave, Orientation Programmes and other training arrangements and fosters a culture of continuous learning;
- Interprets and implements Human Resource Policies Programmes and guidelines and provides guidance and advice to the Executive Director, Board and staff members as required;
- Ensures that Corporate, Strategic and Operational Plans 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 organisational Vision, Mission Statement and objectives;
- Keeps abreast of trends and developments in Strategic Human Resources and Industrial Relations and utilises best practices to enhance performance at the JIPO.

- Oversees the Registry and supervises the implementation of appropriate and efficient Records Management Systems and procedures and the compilation of information and data;
- Creates and monitors the Human Resources Management Information System for easy storage and easy retrieval of HR & IR 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 JIPO;
- Ensures that security, health and safety standards are maintained;
- Develops and leads the Succession Planning Programme for the Organisation;
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.

Human Resource

- 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 or 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 organisational goals;
- Creates and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to organisational goals;
- Keeps staff apprised of best practices in Strategic Human Resources, Industrial Relations and Management and promotes adherence to JIPO's policies, regulations and standards;
- Performs any other related duties as required.

Required Knowledge, Skills and Competencies

- Excellent interpersonal, influencing, team management and coaching skills.
- Excellent negotiating, collective bargaining, analytical and conflict management skills.
- Strong leadership, motivational and interpersonal skills.
- Strong communication skills.
- Strong customer relations skills.
- Excellent planning and organising skills.
- Excellent judgment, decision making and conflict management skills.
- People management skills.
- Ability to provide leadership, counsel, motivation and constructive performance reviews for staff at all levels.

Technical

- Excellent knowledge of the principles and practices of Strategic Human Resources Management including recruitment and selection, compensation, job analysis, benefits administration, labour relations and training.
- Excellent understanding of legislative models governing Human Resources Management and Labour Relations.
- General knowledge of the operations of Government rules, regulations and procedures.
- Excellent knowledge of the JIPO's policies and procedures.
- Knowledge of Programme Budgeting and Financial Management.
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action.
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Any combination equivalent to a Bachelors Degree in Human Resources Management, Business or Public Administration, Psychology, Industrial Relations, Political Science or a related field;

PLUS

- Five (5) years progressively responsible experience administering the Human Resource functions of an organisation;

OR

- Masters Degree in Human Resource Management or in the above-mentioned fields and three (3) years professional experience.

Applications accompanied by Résumés, should be submitted ***via email*** to: **hrma@jipo.gov.jm** **no later than Tuesday, 15th February, 2022 to:**

**Director
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

Fax: 927-6744

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**