



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 82** **OSC Ref. C.4857<sup>16</sup>**

24<sup>th</sup> 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 fill the **vacant** post of **Human Resource Manager (Level 8)** in the **Corporate Services Directorate, Maritime Authority of Jamaica (MAJ)**, salary range \$3,224,044 – \$4,191,257 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

This position is responsible for the planning, administration, and co-ordination of the Human Resource activities of the Maritime Authority of Jamaica (MAJ). The Human Resource Manager is also responsible for facilitating promoting and implementing Human Resource values by planning and managing Human Resources programmes.

The job is to be performed in such a manner that the Sections/Units of the Directorate become an integral part of the service quality and image of the MAJ.

The Management of the Maritime Authority of Jamaica is committed to ensuring the implementation, continual improvement, and effectiveness of the Quality Management System and enhancement of customer satisfaction.

#### **Key Responsibilities**

*Supports the effectiveness of the Unit through execution of the following activities by:*

- Ensuring that vacant positions within the Authority are advertised internally and externally;
- Ensuring that Job Specifications and Descriptions are prepared for all job positions and are updated as deemed necessary;
- Ensuring that up-to-date Organization Charts are prepared;
- Preparing Annual Personnel Emoluments and Allowances Budget for qualifying employees;
- Ensuring that employee leave entitlements (Vacation/Sick/Departmental) are approved and recorded;
- Ensuring that all changes to compensation are submitted to the Accounts Department;
- Providing advice to Managers/Supervisors on matters relating to Human Resource Management;
- Preparing Employee Separation Notices and related documentation, and conducts Exit Interviews to determine reasons behind separations;
- Advising management in appropriate resolution of employee relations issues;
- Responding to inquiries regarding policies, procedures, and programmes;
- Managing the employee assistance activities and providing counselling to Staff, as required, or refers them for external counselling/services, if necessary;
- Maintaining the Human Resource Database (E-Census) and System (MyHR Plus);
- Ensuring the proper security and storage of all Departmental and Employee Records;
- Submitting post-audit information to the Ministry of Finance and Planning (bi-annually).
- Planning and organizing staff functions and general staff meetings (including Departmental Meetings).
- Preparing Annual, Quarterly, and Monthly Departmental Reports, as well as Project Status Reports, as required;
- Attending Management Meetings and participating in the Company's planning and decision-making process;
- Participating in the Annual Audit Exercise;
- Participating in meetings and special Committees and carrying out assigned responsibilities as deemed necessary;
- Interpreting related policies and procedures and ensuring their timely implementation;
- Maintaining customer relations with stakeholders to include customers, vendors/suppliers, Ministries and Agencies/Organizations;

- Managing the Organization's restructuring activities involving current and future employees.

**Other:**

- Participates in the MAJ's Strategic Planning and development of the Annual Operational Plan;
- Assists in preparation and submission of Reports for the Directorate in the absence of the Director;
- Performs any other related duties that maybe assigned from time to time as required.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of Labour Laws of Jamaica and Industrial Relations policies
- Excellent knowledge of the Maritime Authority of Jamaica's Conditions of Service
- Good knowledge of Government Human Resource practices, procedures and Public Service Staff Orders
- Knowledge of general Human Resource practices (including coaching, interviewing)
- Sound knowledge of training techniques and the design of training programmes
- Sound knowledge of organizational theory and behaviour
- Working knowledge of compensation, benefits administration, and statutory regulations
- Working knowledge of the Maritime Industry
- Proficiency in the use of technology (Microsoft Office and Spreadsheets) and Human Resources Databases
- Excellent knowledge of the Organisation's policies and procedures
- Good presentation, oral and written communication skills (including public speaking, face-to-face, telephone, and report writing skills).
- Excellent leadership, interpersonal, motivational, and teamwork skills
- Good negotiation skills
- Good problem-solving and decision-making skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resources, Management Studies, Business Administration or other related field; **or**
- Postgraduate qualification in Personnel Management Industrial Relations or Human Resource Management;
- At least five (5) years' experience in Human Resource Management with at least three (3) years' experience/exposure at the managerial level in a similar position within a medium-sized organization.

**Special conditions Associated with the Job**

- May be required to work overtime and at short notice;
- High levels of concentration.

Applications accompanied by résumés should be submitted **no later than Thursday, 10<sup>th</sup> March, 2022 to:**

**Director, Corporate Services  
Maritime Authority of Jamaica  
2<sup>nd</sup> Floor, The Office Centre Building  
12 Ocean Boulevard  
Kingston**

Email: [mmcfarlane@jamaicaships.com](mailto:mmcfarlane@jamaicaships.com)

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**