



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 132
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4th April, 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 and Administration Manager in the Nature Preservation Foundation (NPF).**

Job Purpose

This position ensures that the Organization has the requisite talent pool to deliver on its mandate. He/she helps the Organization to be compliant with all Labour Laws and that employees' rights are protected. Additionally, the position provides oversight and leads the support services for effective administration and staff support.

Key Responsibilities

- Develops, maintains and controls a Human Resource and Administration (HRA) Strategic Plan, to meet staffing needs relevant support and administrative services in line with the Foundation's Strategic Objectives;
- Guides Managers on HRA's practices to ensure an effective and harmonious workforce;
- Leads in the development and execution of staff support activities.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Creativity
- Confidentiality
- Analytical thinking skills

Minimum Required Education and Experience

- First Degree in Human Resource Management or equivalent, with relevant specialized training;
- Five (5) years' experience in Human Resource Management.

Applications accompanied by résumés should be submitted ***via email, no later than Tuesday, 19th April, 2022 to:***

**Human Resource Manager
Nature Preservation Foundation
Hope Royal Botanic Gardens
227 Old Hope Road
Kingston 6**

E-mail: npf.hrd@gmail.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**