



Office of the Services Commissions

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CIRCULAR No. 249 **OSC Ref. C. 6567¹⁴**

20th June, 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 to post of **Director, Human Resource Management and Administration (GMG/SEG 4) – (Not Vacant)** in the **Ministry of National Security**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

Job Purpose

To provide strategic leadership and oversight of the Human Resource Management and Administration Branch of the Ministry of National Security ensuring compliance with the regulations, policies and acts governing the functional areas of responsibility. This includes, developing and implementing policies that support the achievement of the Ministry's Strategic Objectives, and ensuring that all Divisions within the Ministry are provided with effective and efficient Human Resource Management and Administration Services. In addition, the incumbent is responsible for planning, directing, co-ordinating and monitoring the activities and programmes of the following Portfolio Units; Human Resource Management, Performance Management and Organizational Development, Human Resource Development, Industrial Relations, Transport, Offices Services, Documentation, Information and Access Services.

Key Responsibilities

To provide expert policy advice:

- Provides policy interpretation and technical advice to the Permanent Secretary, Head Corporate Services and Divisional Heads to ensure effective co-ordination of the HRMA functions, and compliance with Government rules and regulations;
- Initiates innovation or changes in internal management practices, systems and policies with a view to improving efficiency and reducing costs;
- Provides strategic leadership and direction towards the co-ordinated development of policies for the functional areas;
- Prepares Corporate and Operational Plan/Budget for the Human Resource Management and Administration Branch.

To co-ordinate the development and implementation of a comprehensive Human Resource Management to facilitate the achievement of the Ministry's objectives:

- Co-ordinates the development and implementation of a comprehensive Human Resource Strategy to support the recruitment, retention, welfare, training, development and performance assessment of staff, within the guidelines of the Government's Human Resources policy and as stipulated in the approved Human Resource Policy and Procedures Manual;
- Provides professional advice and interpretation of HR policies for the Ministry;
- Establishes Human Resource links between strategies and objectives of the Divisions;
- Establishes and maintains various HR Committees that makes recommendations for the implementation of improved HR policies and programmes;
- Represents the Ministry in Meetings or on Committees to examine and evaluate standards, incentive systems and HR policies and programmes;
- Directs the benefits administration of Staff Welfare Schemes;
- Provides guidance to subordinates through coaching, mentoring, training and providing assistance and support as needed.

To lead and manage the Human Resource Development functions in the Ministry of National Security to improve employee and organizational performance to achieve the objectives of the Ministry:

- Oversees the implementation of training and development programmes for staff thereby ensuring that a skilled workforce is provided and the strategic objectives of the HRMA Branch are satisfied;
- Oversees the development of the Human Resource Development Policies and Procedures Manual;
- Oversees the implementation of the Ministry's Strategic Training and Development Plan;
- Ensures that training and other needs of employees are adequately identified and addressed.

To oversee the provision of Transport and Office Services to support the efficient and effective operations of the Ministry:

- Directs the management of the Ministry of National Security's fleet and assigned vehicles in keeping with the Transport policy;
- Oversees the general Office Administration and Inventory Management System to ensure efficiency and cost-effectiveness;
- Manages of the Inventory System to ensure effective usage, control and monitoring of inventory items, which include office supplies, furniture and equipment;
- Oversees the movement of furniture in the preparation of office accommodation and ensuring the provision of adequate office equipment and furniture for staff /visitors.

To co-ordinate the Records Management function of the Ministry in order to ensure that reliable and accurate information is provided to support the decision-making process and for the general public in keeping with best practices in Records Management:

- Oversees the provision of public access to records/information in keeping with the legislative requirements such as the Access to Information Act;
- Participates in the development/establishment of appropriate policies, standards and general procedures relating to the review, appraisal, retention, tracking and retrieval of records, disposal, storage, maintenance and other aspects of Records Management;
- Manages the establishment of a performance measurement mechanism for the Records Management System to identify whether or not the information is being managed efficiently and demonstrate value for money.

To lead and manage the Performance Management and Organizational Development functions in the achievement of the strategic objectives of the Ministry:

- Directs and manages the review and restructuring of the Divisions, Branches and Units to support organizational changes in the Ministry of National Security;
- Manages the Ministry's Rewards and Recognition programme and ensures decisions of the internal Reward and Recognition Committee are implemented;
- Manages the Performance Management and Appraisal System to ensure equity and fairness
- Directs the operational reviews and studies designed to improve the workflow and processes of Divisions and Units;

To lead and manage the Industrial Relations functions in the achievement of the strategic objectives of the Ministry:

- Directs the administration and management of the Industrial Relations programmes and policies and ensures the promotion of a harmonious Industrial Relations Climate;
- Oversees the administration of discipline and grievance procedures;
- Manages negotiations and mediating activities to maintain good working relations ;
- Implements the requisite policies and procedures to guide the management of disciplinary and grievance matters.

Required Knowledge, Skills and Competencies

- Excellent leadership skills
- Sound decision-making and problem-solving skills
- Sound knowledge of the strategic management
- Excellent oral and written communication skills
- Expert knowledge of principles, theories and practices, trends of Human Resource Management
- Sound knowledge of the Public Procurement procedures
- Sound Knowledge of the Staff Orders and Public Service Regulations
- Sound Knowledge of Collective Bargaining Process and Labour Laws
- Demonstrated ability to interpret policies and procedures
- Sound knowledge of Industrial Relations practices
- Excellent people management and employee relation skills
- Excellent coaching, counseling and negotiation skills
- Integrity/ethics
- Strong emotional intelligence
- Sound planning and organizing skills

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Business Administration with a focus on Human Resource Management or equivalent qualifications;
- Five (5) years' experience at the senior management level;
- Specialized training in Pension and leave management, counseling, policy development, grievance and disciplinary matters, performance management and appraisal systems.

Special Conditions associated with the Job:

- Willingness to work long hours;
- Willingness to travel island wide.

Applications accompanied by résumés should be submitted **no later than Friday, 1st July, 2022 to:**

Head, Corporate Services
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5

Email: jobopp@mns.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