



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
Tel: 876-922-8600  
Fax: 876-924-9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 394** **OSC Ref. C. 6528<sup>11</sup>**

**15<sup>th</sup> September, 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 the post of **Director, Human Resource Management and Development (GMG/SEG 4) – (Not Vacant)** during the period **October 10, 2022 to December 16, 2022** in the **Human Resource Management and Development Branch, Ministry of Science, Energy and Technology**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general direction of the Principal Director Corporate Services, the Director Human Resource Management and Development will lead and manage Human Resources practices, programmes and objectives that will facilitate an employee-oriented environment that emphasises high quality performance, empowerment and productivity. The incumbent will:

- ✓ Ensures continuous strategic recruitment
- ✓ Ongoing development of a superior workforce
- ✓ Plans, directs, promotes and ensures the development and implementation of strategic HRMD policies, programmes and interventions
- ✓ Emphasises connection between policies and programmes and improved Human Resource Management

The incumbent is expected to co-ordinate processes and initiatives that support the achievement of the Ministry's strategic objectives.

#### **Key Responsibilities**

##### ***Strategic Management:***

- Interprets and implements Government's Human Resource Policies and makes recommendations for changes;
- Undertakes planning with Division/Unit Heads to determine targets and goals for their respective activities/Divisions/Units;
- Directs the implementation of new or revised policies and ensures that they are communicated to all stakeholders;
- Reviews existing arrangements and identifies Human Resource gaps and develops proposals and strategies to narrow these gaps;
- Advises the Senior Director, Corporate Services on staff related matters;
- Keeps abreast of current Human Resource best practices, developments and principles through networking and research and analyses them with a view to make recommendations as appropriate;
- Monitors and evaluates the implementation of Human Resource Management and Development Programmes and provide relevant recommendations;
- Recommends strategies to achieve and maintain optimal Human Resource capacity development/building;
- Ensures that policy revisions are communicated, understood and appropriately captured in the Division's strategy;
- Provides advice and guidance on the implementation of policy changes in the Ministry;
- Identifies priorities within initiatives and programmes and coordinate the seamless integration of policies and programme initiatives;
- Leads the development of a Succession Plan for key positions identified in collaboration with relevant HRMD and Ministry personnel;
- Directs the development of a Workforce Plan for the Ministry;
- Ensures that the HRMD strategy and supporting policies are documented and updated as necessary;
- Ensures that operating procedures and processes are current and compliant with relevant GoJ regulations;
- Ensures that measures are in place to undertake a comprehensive audit of the HR
- Role;

- Evaluates the Division's effectiveness to give critical information for Strategic HR Management, implements methods to correct weaknesses;
- Develops a strategic Workforce Plan which profiles existing employees, predicts turnover rate and projects the Organization's current and future staffing needs.

**Manpower Planning:**

- Evaluates the effectiveness of present manpower in the Ministry and develops and recommends methods to utilize available Human Resource effectively;
- Ensures that current staffing is according to the approved establishment and arranges to fill existing vacancies;
- Directs, assess and monitors the MSET's recruitment and selection policy process to ensure that they are in keeping with GOJ policies and best practices;
- Directs the implementation of Succession Plan to ensure continuing and effective staff transition in the Ministry;
- Participates in the recruitment/ interview process of suitable candidates for positions in the Ministry;
- Arranges assignment of new recruits and ensures that transfers are initiated;
- Maintains management guidelines by preparing, updating, and recommending Human Resource policies and procedures;
- Co-ordinates the preparation of appropriate documentation for all staff to be appointed/ promoted, employed, transfer, terminated, retired and for acting assignments etc;
- Facilitates one-to-one discussions and provide guidance/information to staff regarding their benefits and conditions of service;
- Advises managers on matters impacting staff welfare and conditions of employment;
- Provides guidance to persons whose careers have been inactive for long periods in accordance with related agreed guidelines;
- Ensures that arrangements for Medical Examination of permanently appointed staff members are made;
- Collaborates with Staff Benefits Branch, Public Service Establishment Division and other relevant bodies on matters relating to staff benefits;
- Maintains current records of all rules and regulations which affect staff and circulate for their information.

**Technical:**

- Directs the development and implementation of policies and practices that promotes Occupational Health and Safety in the workplace;
- Designs an Accountability Management System to ensure that Heads of Divisions and Units promote a healthy and safe working environment;
- Ensures timely investigations and responses to all accidents and emergencies that affect employees on the job;
- Reviews and ensures administration of appropriate selection tools as part of the recruitment strategy;
- Ensures that Exit Interviews are conducted; and analyse the feedback/responses to make appropriate recommendations;
- Contributes to and co-ordinates the Human Resource requirements of the Ministry's budgeting and planning processes and other such programmes;
- Undertakes duties and responsibilities related to the delegation of the Human Resource functions by:
  - ✓ Collaborating with the Chairman of the Committee and the Director, Corporate Services in setting meeting agenda
  - ✓ Overseeing the submission of all matters to the Human Resource Executive Committee (HREC)
  - ✓ Ensuring that the Permanent Secretary/Chairman of the Committee receives all submissions prior to meetings
  - ✓ Liaising with Permanent Secretary/Chairman of the Committee and the Senior Director, Corporate Services to treat with issues/concerns arising from HREC decisions or submissions
  - ✓ Treating with matters arising from meetings and submits appropriate updates/responses
  - ✓ Preparing and submitting recommendations and reports to the appropriate Authority as necessary
  - ✓ Preparing Submission for staff to be appointed, promoted, retired, disciplined and Study Leave requested/granted at levels equivalent to Director, GMG/SEG 3 and above
  - ✓ Overseeing the preparation of Submissions for staff to be appointed, promoted, retired, disciplined and Study Leave requested/granted at levels equivalent to Director, GMG/SEG 2 and below
  - ✓ Preparing all letters resulting from the decisions of the Committee for levels equivalent to Director, GMG/SEG 3 and above for the relevant signatories

- ✓ Reviewing and submitting Quarterly Delegation Reports to Office of the Services Commissions
- ✓ Ensuring that correspondences to relevant persons are dispatched
- ✓ Conducting research and contribute to Human Resource policy issues;
- ✓ Participating as a member of the Disciplinary Committee that deals with infractions for all levels of staff;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary to improve performance;
- Participates in the recruitment of staff for the Division and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Ensures the welfare and development needs of staff in the Division are identified and addressed;
- Ensures that the Division's staff has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Initiates, promotes and maintains sound internal Industrial Relations policies, procedures and practices and the administering of these for all employees in the Ministry;
- Provides advice on discipline, grievance and other Industrial Relations matters and represents the Human Resource Management and Development Branch in any negotiations with Trade Unions and Staff Association;
- Mediates on all internal staff disputes to ensure an amicable resolution in keeping with the established guidelines;
- Develops and implement guidelines and programmes that promote staff welfare and fosters cordial working relationships;
- Directs the development and implementation of a plan for benefits administration in the Ministry;
- Guides the Retirement and Benefits Administration processes within the Ministry;
- Ensures the development and implementation of a Performance Management Programme within the Ministry;
- Directs the implementation of a PMAS in MSET by providing leadership, advice and guidance to facilitate, effective and efficient implementation of the initiative;
- Directs the Organizational development functions in the Ministry by providing leadership and technical advice;
- Ensures the development of and review of the Ministry's structure to ensure the Organization's needs are met;
- Makes recommendation for re-classification and review of positions and Unit/Division's structures where necessary.

***Management:***

- Plans, organizes and directs the work of the Human Resource Management and Development Division;
- Develops and manages the performance of the Unit's staff through skills transfers, staff motivation, setting performance targets, monitoring performance, providing feedback to staff and recommending training if required;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Develops an efficient and effective Personnel Record System in collaboration with the Director, Corporate Services and Director, Human Resource and Employee Relations;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance reports;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Quality of output
- Integrity
- Ability to use own initiative
- Use of technology (relevant computer applications)
- Managing external relationships

- Strategic vision
- Good problem-solving and decision-making skills
- Good analytical thinking skills
- Impact and Influence
- People Management
- Change management
- Goal/result oriented
- Good leadership skills
- Good planning and organizing skills
- Methodical

***Technical:***

- Excellent knowledge of Government's Human Resource policies, regulation and procedures
- Sound knowledge of Staff Orders and Public Service regulations, policies and procedures
- Excellent knowledge of the principles and practices of human resources administration; including recruitment and selection, classification and compensation, job analysis, benefits administration, labour relations and training
- Knowledge of Programme Budgeting and Financial Management
- Ability to interpret policies, procedures, analyse complex problems and adopt effective course of action
- General knowledge of the operations of Government rules, regulations and procedures

**Minimum Required Education and Experience**

- Bachelor's Degree in Business or Public Administration, Human Resource Management, Psychology, Industrial Relations, Political Science or a related field;
- Five (5) years progressively responsible experience administering the Human Resource functions of an Organization at a Senior level;
- Master's level work in any of the above fields and public sector experience are desirable.

**Special Conditions Associated with the Job**

- Required to travel to various locations to perform work-related functions and/or attend meetings;
- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later Wednesday, 28<sup>th</sup> September, 2022 to:**

**Director, Human Resource Management and Development  
Ministry of Science, Energy and Technology  
PCJ Building  
36 Trafalgar Road,  
Kingston 10**

**Email: [careers@mset.gov.jm](mailto:careers@mset.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**