



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
Website: www.osc.gov.jm

CIRCULAR No. 450 **OSC Ref. C. 6555¹⁴**

20th October, 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 following **vacant** posts in the **Real Estate Authority of Jamaica (REAJ)**:

1. **Senior Director/Principal**, salary range \$5,478,887 per annum and any allowance(s) attached to the post.
2. **Manager, Human Resource Management**, salary range \$3,764,121 per annum and any allowance(s) attached to the post.

1. Senior Director/Principal

Job Purpose

Under the direction of the CEO, the Senior Director/Principal, RETI operates as the Executive Head and Academic Leader of the Real Estate Training Institute. This officer is primarily responsible for the day to day running of the Institute and oversees policy implementation, curriculum development, resource management and student related activities. The incumbent also leads in the development and implementation of operational strategies and plans to ensure the performance of designated functions at the highest service quality.

Key Responsibilities

- Leads in the assessment and development of prerequisite and continuous professional development academic programmes;
- Leads in the accreditation process for the school and the courses offered;
- Guides the development and revision of curricula and ensures they comply with the provisions of the policies/guidelines of the Entity and cater to the needs of the Industry;
- Promotes the Institute by participating in events, seminars, or meetings, and by developing partnerships with the Industry;
- Co-ordinates the process for receiving applications and registering applicants for prerequisite and professional development courses; ensuring eligibility and suitability for admission;
- Provides advice to applicants regarding requirements of the course;
- Co-ordinates the delivery of training and development courses ensuring conformance to curricula;
- Implements systems to determine course schedules, teaching assignments, and optimum use of building and equipment to facilitate the smooth delivery of courses;
- Liaises with existing and potential lecturers/presenters and other key personnel regarding the planning and delivery of courses and the overall administration of examinations and other assessments;
- Monitors the Communication System to ensure accurate and current training information is available and disseminated in a timely manner;
- Co-ordinates the preparation of final and re-sit examination papers for submission to the Exam Committee (Board Committee) and prepares sealed packages;
- Instructs invigilators regarding examination procedures;
- Ensures that applicants are informed regarding examination results and monitors their achievement/performance;
- Oversees the system for the preparation and maintenance of student records and information;
- Engages in scholarly activity and research and maintains a good understanding of contemporary developments in the Real Estate Industry.

Management/Administrative:

- Develops the Institute's Annual Budget, Strategic and Operational Plans, as part of the Team;
- Articulates the budgetary needs of the Institute and oversees the allocation of resources and expenditure;

- Establishes operational policies and procedures and makes any necessary modifications, based on analysis of operations;
- Represents the Institute at various meetings and fora;
- Supervises Lecturers, Invigilators and Administrative Staff;
- Ensures the wellbeing of course participants;
- Obtains feedback on Lecturer performance and provides feedback to Lecturers regarding their performance.

Human Resource:

- Monitors and evaluates the performance of staff, prepares Performance Appraisals, recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Institute and recommends promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to staff through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates the welfare and development of staff in the Institute;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Institute's and Authority's goals;
- Prepares and conducts presentations on the role of the Institute for the Entity's Orientation Programme.

Required Knowledge, Skills and Competencies

Core:

- Excellent presentation, oral and written communication skills
- Good problem-solving skills and tenacity
- Good interpersonal skills
- Proven leadership and management experience
- Proficiency in the use of relevant computer applications

Technical:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Minimum Required Qualification and Experience

- Master's Degree in Education or any other related field;
- Proven leadership experience in a senior capacity within an Academic Environment;
- Three to Five (3-5) years teaching experience at the Tertiary Level.

2. Manager, Human Resource Management

Job Purpose

Reporting to the Senior Director, Corporate Services, the incumbent is responsible for leading the Human Resource Management function by initiating strategies, policies, procedures, and other activities directed towards aligning employee performance with the mandate and strategic direction of the Entity.

Key Responsibilities

- Maintains a strategic overview of the Human Resource function and makes recommendations as necessary;
- Analyzes and forecasts manpower supply and demand in the Entity and formulates Strategic Manpower Planning;
- Manages the Performance Review System of the Organization. This includes creating mechanisms for tracking performance and also ensuring that Work Plans are prepared for all staff in alignment with the Operational Plan and Job Descriptions; and that interim and final evaluations are completed within specified time frame;
- Manages the recruitment process by identifying critical vacancies in the Organization and selecting appropriate recruitment strategies which yield the most competent pool of candidates;
- Manages the selection exercise by creating scoring mechanisms, conducting Assessment Centres and interviews;

- Manages the framework of Succession Planning to identify skills/competency gaps and ensure adequate staffing capacity for the Entity;
- Provides guidance to managers and staff on Human Resource related matters including the dissemination and interpretation of disciplinary procedures;
- Initiates activities to boost employee morale and motivation;
- Counsels employees on job issues and other concerns impacting the job;
- Ensures that the provisions of the Entity's Human Resource Policy and Procedural Manual are upheld and that all staff are made aware of these provisions;
- Establishes Occupational Health and Safety Policy and contributes to the preparation of Disaster Management Plans;
- Represents the Authority at external meetings, conferences and other fora pertaining to Human Resource Management;
- Conducts job analysis and job evaluation periodically to determine job worth and facilitate maintenance of an equitable classification and compensation system;
- Liaises with the Ministry of Finance and the Public Service regarding the operation, creation, reclassification, upgrading and abolition of posts;
- Facilitates Orientation and Annual Induction Programmes for new employees from time to time;
- Conducts annual training needs analysis to identify performance gaps and determine training needs;
- Conducts Internal Training Exercises as necessary and makes logistical and administrative arrangements for external training interventions;
- Ensures preparation of Annual Training Plan and Budget;
- Conducts Sensitization Sessions for staff regarding organizational changes inter alia;
- Ensures that employee personal files and general files are kept current and within proper records management parameters;
- Oversees the processes relating to employee benefits, this includes leave, health care, pension, life insurance, and lunch tickets;
- Manages the employee separation process (termination, redundancy, retirement etc);
- Undertakes Payroll related functions.

Management/Administrative:

- Disseminates information to staff regarding Human Resource activities;
- Develops and generates periodic and ad hoc Performance Reports and analyses of Human Resources activities to inform planning and decision making and for dissemination to the Ministry of Finance and the Public Service and other key stakeholders;
- Keeps abreast of current and emerging HR trends and best practices for continuous improvements in the service provide and the overall improvement to human capital development within the Authority;
- Provides technical guidance to managers on Human Resource matters/policies;
- Elicits co-operation from internal partners/provides support to internal partners.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent performance management skills
- Good presentation skills
- Sound judgement
- Ability to deal with sensitive situations
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Sound knowledge and understanding of strategic Human Resource Management
- Sound knowledge of Government HR procedures and processes
- Knowledge of Labour Laws and Industrial Relations practices
- Excellent counselling skills
- Confidentiality
- Integrity

Minimum Required Qualification and Experience

- A First Degree in Management Studies, Public Sector Management, Human Resource Management, or equivalent qualifications;
- Post Graduate Training in Human Resource Management;
- Five (5) years' experience in Human Resource Management at a managerial level.

Applications accompanied by résumés should be submitted **no later than Wednesday, 2nd November, 2022 to via: <https://rebcsc.bamboohr.com/jobs>**

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.

A handwritten signature in black ink, appearing to be 'MT' or similar, with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**