



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 76**

### **OSC Ref. C. 6664**

14<sup>th</sup> February, 2023

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 **Director, Human Resource Management and Development (GMG/SEG 3)**, in the **Ministry of Legal and Constitutional Affairs**, salary range \$4,060,697 - \$5,461,186 per annum.

### **Job Purpose**

The incumbent will support the Human Resource needs of the Ministry with a view to achieve organizational efficiency and effectiveness in accordance with the Vision and Mission of the Ministry and the Government's Human Resource Management policies and guidelines.

### **Key Responsibilities**

- Interprets and implements Government's Human Resource (HR) policies;
- Ensures that new or revised policies are implemented and fully understood;
- Advises the Senior Director, Corporate Services, on various staff related matters;
- Undertakes planning with Section Heads to determine targets and goals for the activities of the Branch;
- Maintains network links with HR Practitioners to keep abreast of new developments and best practices;
- Identifies Human Resource gaps and develops proposals to narrow these gaps;
- Recommends and interprets the Ministry's Recruitment and Termination Policies;
- Monitors the HR functions to ascertain the effects on the operations of the Divisions and makes recommendations for improvements;
- Matches current employees with the approved establishment and arranges to fill existing vacancies;
- Evaluates the effectiveness of present manpower in the Ministry and develops methods effectively utilizing available Human Resource;
- Co-ordinates the Human Resource requirements of the Ministry's programmes, including budgeting and planning;
- Directs the implementation of a Succession Plan to ensure the continuing ability to meet the needs of the Ministry;
- Sits on interviewing panel;
- Arranges for placement of new recruits and ensures that transfers are affected;
- Provides and administers appropriate selection tools;
- Undertakes duties of Secretary to the Human Resource Management Executive Committee;
- Collaborates with the Chairman of the Committee and the Senior Director, Corporate Services, in setting meeting agenda;
- Co-ordinates the preparation of profiles of all staff to be appointed/promoted, employed, terminated, retired, acting, etc.;
- Prepares Delegation Reports;
- Follows up on issues from previous meetings and submits recommendations/reports to the Committee as necessary;
- Advises individual member of staff of all benefits for which he/she is eligible, in keeping with condition of service policy in force from time to time;
- Advises Heads of Section on matters affecting staff welfare;
- Provides guidance to persons whose careers have been inactive for more than five (5) years, in accordance with agreed guidelines for the Ministry's Career Counselling Programme;
- Ensures that arrangements for medical examination of permanently appointed staff members are made;
- Collaborates with Staff Benefits Branch, Public Service Establishment Division, on matters

- relating to staff benefits;
- Develops efficient and effective Personnel Record System, in collaboration with the Senior Director, Corporate Services and Director, Human Resource Management;
- Keeps all rules and regulations which affect staff current and posted for their information;
- Conducts periodic reviews of supervisees, in accordance with Work Plans;
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance reports;
- Develops and manages the performance of the Branch's staff through skills transfer, staff motivation, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Directs operational reviews and studies design to improve the workflow and processes of the Divisions;
- Guides and supports the rationalization of the Human Resource requirements to the needs of the Branch;
- Oversees the development/review of Job Descriptions for all positions;
- Supports the promotion of the use of technology to increase efficiency;
- Conducts job analysis;
- Oversees the Performance Management Process within the Branch;
- Provides advice to Divisional Heads and other staff on all aspects of performance management;
- Conducts spot checks and reviews of Work Plans and performance reports for the staff of the Branch and ensures that the performance indicators are measurable;
- Reviews and monitors the performance management process on a continuous basis and manages the recognition and rewards system;
- Ensures that the evaluations are conducted in an equitable and fair manner;
- Resolves any disagreement which may result from the assessment process;
- Initiates, promotes and maintains sound Industrial Relations policies, procedures and practices for all employees in the organization;
- Provides management advice on Industrial Relations matters and represents the Human Resource Management and Development Branch in negotiations with Trade Unions and Staff Association;
- Guides the development and maintenance of Human Resource Policy and Procedure Manuals;
- Plans, organizes and directs the work of the Branch by overseeing the development of the Corporate/Operational and Work Plans and Budget;
- Conducts periodic reviews of the supervisees in accordance with Work Plans;
- Develops and manages the Performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Conducts final assessment of supervisees based on the performance assessment criteria and prepares performance report;
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relations with external and internal stakeholder and clients, ensuring that the Branch provides a consistently high level of service to them;
- Devises systems and customer surveys to assess the performance of the Branch in keeping with Citizens Charter and takes corrective action as necessary.

### **Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Teamwork and co-operation
- Proficient in relevant software application
- Excellent time management skills
- Knowledge of relevant computer applications
- Excellent leadership and management skills
- Able to manage external relationships
- Good problem-solving and decision-making skills
- Excellent negotiating skills

**Minimum Required Qualification and Experience**

- First Degree in Human Resource Management, Business Administration;
- Six (6) years' experience in a Human Resource Management field at a Senior Management level in the Government Service.

Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (*one must be a former/current supervisor*), should be submitted **no later than Tuesday, 28<sup>th</sup> February, 2023 to:**

**Director, Human Resource Management and Development  
Ministry of Justice  
61 Constant Spring Road  
Kingston 10**

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