



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 487

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21st November, 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 be assigned to the post of **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3) – (Not Vacant)** in the **Human Resource Management and Administration Division, Department of Correctional Services**, salary range \$4,594,306 – \$6,178,830 per annum.

Job Purpose

The incumbent is responsible for administering all Employee Relations and Occupational Health and Safety matters for the Department, for the promotion of good labour practices and harmonious relations between Management, Workers, Trade Unions and Associations.

Key Responsibilities

Technical/Professional:

- Researches past arbitration decisions, grievances and analyses their effect on pending negotiations;
- Designs, develops, conducts and analyses staff satisfaction surveys;
- Develops and implements recommendation arising from staff satisfaction surveys and other research;
- Researches and prepares briefs and arguments for claims submitted by Unions/Staff Associations for improvements in salaries, wages, fringe benefits and other issues in relation to conditions of service;
- Reviews legislation, arbitration decisions and collective bargaining contracts to assess industry trends;
- Arranges and schedules meetings between grieving parties, supervisory and management personnel to investigate and resolve grievances;
- Meets with disputants to address industrial disputes;
- Prepares report on result of actions taken at meetings and conferences and submits to Senior Director, Human Resource Management and Administration for attention;
- Investigates and participates in matters relating to discipline and grievances and ensures the correct procedures are followed with a view to arriving at amicable settlements;
- Organizes and participates in meetings with Union/Staff Associations and provides critical advice to the relevant persons for the purpose of mediation, negotiations, arguments and clarification;
- Develops and establishes an active programme on the legal framework and employment policies for the Government of Jamaica (employer) and participates in implementing appropriate systems for a harmonious relation climate;
- Conducts workshops, seminars, meetings on issues relating to Occupational Health and Safety, Labour Laws and the Industrial Environment;
- Ensures that the Disciplinary Committees are in place and functional;
- Represents the Department at disciplinary/Court Hearings and investigations;
- Monitors and communicates bargaining agreements in respect of the Department to the parent Ministry;
- Liaises with the Parent Ministry's Legal Unit and participate in issues being referred to tribunals.

Human Resource Management:

- Reviews and approves the Individual Work Plans of direct reports;
- Reviews and Appraises Performance of direct reports;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

Other:

- Performs any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Staff Orders;
- Good knowledge of Labour Laws and Industrial Relations practices;
- Computer Literate in Microsoft Office Suite including Word, Excel, PowerPoint;
- Excellent problem solving and critical thinking skills;
- Ability to conduct investigations and produce reports accordingly;
- Excellent interpersonal skills;
- Excellent coaching and counselling skills;
- Excellent conflict management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Public Sector Management or equivalent qualification and training;
- Three (3) years' experience in a Human Resource Management/Industrial Relations or management capacity;
- Specialized training in employee relations and Occupational Health and Safety would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Exposure to high-risk environment within Correctional Facilities and their environs.

Applications accompanied by résumés should be submitted **no later than Monday, 4th December, 2023 to:**

**Senior Director,
Human Resource Management and Administration
Department of Correctional Services
5-7 King Street
Kingston**

Email: jobpostings@dcs.gov.jm

Please note that only short-listed 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**