



Office of the Services Commissions

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CIRCULAR No. 81 **OSC Ref. C.5849¹³**

8th February, 2024

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 (GMG/SEG 3) – (Not Vacant)** in the **Human Resource Management and Development Branch, Ministry of Justice (MOJ)**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

Under the direction of the Senior Director, Human Resource Management and Development (HRM&D), the Director, Human Resource Management, is primarily responsible for strategically partnering with key business process holders in the MOJ and its Subjects in directing the Human Resource planning mechanisms, people retention and employee relations functions.

Key Responsibilities

Technical/Professional:

- Directs the Human Resource Planning and Talent Management mechanisms of the MOJ, by identifying current workforce supply, determining the future of the workforce, balancing between labour supply and demand, in line with the Ministry's goals;
- Directs the recruitment and selection processes of staff within the MOJ, in keeping with Human Resource Plans and Strategies;
- Directs the designing, reviewing/modification of tools and instruments geared at supporting the recruitment and selection processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;
- Reviews and presents Submissions to the Senior Director, HRM&D, for presentation at the Human Resource Executive/Management Committees (HRMC & HREC) on matters relating to permanent and acting appointments, transfers, secondments, discipline and related matters;
- Direct the management of Employee Relations, Benefits Administration and Wellbeing processes for staff within the MOJ, to include Leave Management (Vacation, Study, Special, Maternity, Employee Assistance, etc.), Loans, Duty Concessions, Refunds, etc.;
- Guides the management of HRM informatics and compiles statistical reports concerning people management data, such as new recruits, acting assignments, transfers and related matters;
- Participates in the formulation and execution of HR policies, plans and procedures regarding recruitment;
- Develops and maintains records management systems geared at safeguarding staff files/information and generating accurate staff listing for the MOJ at any given time;
- Provides and contributes to training sessions on Human Resource policies and procedures;
- Prepares and reviews reports/submissions in relation to grievance and disciplinary issues for submission to the appropriate Committee;
- Assists with the co-ordination and conducts the MOJ's onboarding and orientation programmes by developing schedules, co-ordinating logistics and any other related duties, to foster positive attitude toward the Organization's objectives;
- Provides current and prospective employees with information about Government of Jamaica Human Resource policies, job duties, working conditions, wages and opportunities for promotion and employee benefits;
- Collaborates with the Senior Director, HRM&D and relevant stakeholders in addressing Industrial/Labour Relations challenges, to ensure the maintenance of a harmonious working environment.

Management/Administrative:

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises the preparation of reports to the Principal Director, Corporate Services, Permanent Secretary, Senior Executives and other relevant stakeholders.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies**Core:**

- Excellent interpersonal and team management skills
- Strong analytical and problem-solving skills
- Strong leadership and customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant computer applications

Technical:

- Good knowledge of HRM&D/People Principles and Techniques, including Recruitment, Manpower Planning Benefits Administration
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example the Staff Orders for the Public Service, the Public Service Regulations, Records and Information Management Policies, Access to Information, Strategic Human Resource Management and Development (SHRMD) Policies, etc.
- Good oral and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy, to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated negotiation skills
- Aptitude for developing and maintaining collaborative relations with Team Members, both within and outside of the Ministry

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource Development/Management, Public Sector Management or related discipline;
- Five (5) years' experience in a Human Resource Management environment in a large organisation, three (3) years of which should be in a middle management capacity.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 22nd February, 2024 to:**

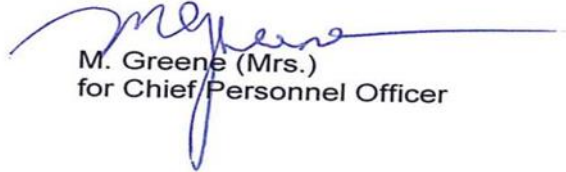
**Senior Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Email: careers@moj.gov.jm

The Job Description for this post is available at www.moj.gov.jm or the Human Resource Management and Development Branch of the Ministry.

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.



M. Greene (Mrs.)
for Chief Personnel Officer