



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 181 **OSC Ref. C. 5526**

29th April, 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 assigned to the **not vacant** post of **Director, Human Resource Management & Administration (GMG/SEG 3)** in the **Human Resource Management & Administration Branch, Department of Government Chemist**, salary range \$5,198,0355 - \$6,990,779 per annum.

Job Purpose

Under the direction of the Government Chemist, the Director, Human Resource Management and Administration is responsible for creating, implementing, leading, managing and evaluating Human Resource Management, Development and Administration, including the Public Procurement practices and programs that are geared toward having an HRMD and Administration Branch that provides high-quality service to its internal and external customers and is driven to achieve the strategic objectives of the Department.

Key Responsibilities

Administrative /Management:

- Develops and co-ordinates the implementation of Human Resources (HR) policy, including aspects related to: recruitment and selection, orientation, remuneration, rewards and incentives, training, performance evaluation, careers and talent management, mobility and succession;
- Supports the other organic Units in the operationalization of the HR Management policy;
- Defines and implements the leadership development model;
- Promotes the use of the human potential of the organization through training and development actions appropriate to the internal and market needs;
- Proposes and operationalizes measures leading to the creation/reinforcement of the Department's culture and the permanent improvement of the organizational climate;
- Ensures the efficiency of the organizational model, as well as its internal adoption, proposing measures leading to its permanent optimization;
- Systematically performs exercises of optimal design of the HR structure, identifying imbalances and proposing measures to minimize them;
- Prepares an annual HR plan, including measures to manage any imbalances that may exist;
- Promotes the adoption of a process-based management logic, ensuring the formalization of internal procedures, monitoring compliance, and evaluating their performance through quantitative indicators and the use of technological platforms that contribute to their streamlining;
- Defines and implements the Internal Communication Plan, including the tools or instruments necessary for its operation;
- Prepares the welcome of new workers and carry out orientation activities;
- Collects and organizes the information required for the preparation of HR decision-making management;
- Supports and collaborates in the implementation of projects with an impact in HR management, especially with regard to change management.
- Oversees the Contract Award process;
- Oversees the tendering process;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with;
- Provides advice on public procurement matters to Officers;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act.

Technical/Professional:

- Provides leadership and direction towards the delivery of portfolio responsibilities;
- Provides professional advice and interpretation of policies related to the portfolio (HRMD and Administration);
- Develops and implement policies and programmes that are responsive to the needs of the Department in compliance with regulations/established policies and procedures;
- Disseminates information to staff regarding changes in policies, procedures and other matters to ensure compliance;
- Oversees the co-ordination for General Staff Meetings/Workshops and Seminars;
- Ensures that contact is made with the Director Finance & Accounts to ensure availability of funds for purchasing;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with;
- Provides advice on public procurement matters to Officers;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act.

Administration and Asset Management:

- Develops and implements an Access Management System to ensure accountability of all access of the Department;
- Supports the Corporation in the distribution of incoming and outgoing correspondence and handling general queries;
- Ensures that adequate supplies of stationery, cleaning and other supplies are always available; manages order and reorder levels in order to minimize incidence of extravagance and waste and ensuring that only needed goods are acquired at the time they are requested;
- Ensures that Supplies Management practices are in accordance with GOJ Regulations;
- Arranges for the disposal of unserviceable furniture and equipment in accordance with Government's policy;
- Ensures that Safety and Health standards are maintained by recommending equipment and safety measures to be pursued in specific locations and generally throughout the Organization;
- Ensures that effective administrative support is maintained in all Branches so that staff at all levels is able to give optimum performance;
- Oversees the procurement of goods and services and ensures the functionality of office equipment, machinery, and furniture;
- Ensures safety and security measures are implemented at the Department;
- Oversees all assets and equipment-related matters for the Institute to ensure accurate fixed asset registry management and control are in place;
- Ensures implementation of maintenance programs for plant and machinery;
- Oversees the management of stores/inventory;
- Conducts periodic reviews of the inventory system to ensure effective usage, control and monitoring of inventory items which include office supplies, furniture and equipment;
- Ensures that adequate furniture, fittings office supplies are procured and disseminated;
- Oversees arrangements/plans for office layout and accommodation.

Human Resource Management:**Recruitment and Selection**

- Oversees and assists with the development and implementation of the recruitment and selection programme in keeping with established government guidelines;
- Arranges placement of recruits appointed by the Public Service Commission in consultation with heads of Divisions;
- Assists with the negotiations and prepares contracts for staff recruited on a contractual basis and makes arrangements for payment of gratuity and other final emoluments in keeping with the terms of agreement;
- Strategic staffing arrangements inclusive of acting, transfer and redeployment of staff Employees' Relations;
- Provides advice on employee discipline, grievance and claims involving pay and leave entitlement;
- Provides advice and guidance to line managers and related agencies and departments in handling industrial relations issues;
- Develops and implement strategies to improve supervisory support for, and understanding of policies and approaches to promote acceptable conduct and performance;
- Assists in Administering the discipline and grievance procedures ensuring consistency and fairness promoting a harmonious and productive work environment;

Employee Welfare, Benefits and Compensation:

- Assists in administering the staff welfare programme ensuring effectiveness and equity;
- Oversees the administration of the employees' health and benefit programme;
- Participates in the coordination of staff recreational programmes to enhance staff morale;
- Administers the separation policy in keeping with government regulations;
- Administers the compensation policy in keeping with established government guidelines.

Employees' Relations:

- Provides advice on employee discipline, grievance and claims involving pay and leave entitlement;
- Provides advice and guidance to Directors and line managers and related agencies and departments in handling industrial relations issues;
- Develops and implement strategies to improve supervisory support for, and understanding of policies and approaches to promote acceptable conduct and performance;
- Assists in Administering the discipline and grievance procedures ensuring consistency and fairness promoting a harmonious and productive work environment;

Human Resource Development:

- Recommends strategies to achieve and maintain optimal Human Resource capacity development/building;
- Oversees the development and implementation of a corporate training plan to meet the needs of the Department in achieving the strategic goals and objectives;
- In collaboration with Divisional Heads and managers, provides leadership and guidance in developing, implementing and maintaining a succession-planning programme;
- Oversees development and maintaining a skill/competency database including key positions and talents;
- Establishes an employee development programme that provides opportunities for maximizing the potential of employees and identifying career development options;
- Develops and manages direct reports' performance by motivating, setting performance targets, monitoring performance and providing feedback;
- Provides guidance to subordinates through coaching, mentoring, training and providing assistance as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Fosters a cohesive and collegial work environment.

Employee Welfare, Benefits and Compensation:

- Assists in administering the staff welfare programme ensuring effectiveness and equity;
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- Administers the separation policy in keeping with government regulations;
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Information and Communication Technology:

- Keeps abreast of new and emerging ICT trends, tips, and development using relevant information technology platforms;
- Submits reports and makes recommendations to Technical & User Support Manager regarding new device specifications, in order to optimize equipment used by specific user groups;
- Addresses hardware, software and end-user equipment malfunctions as requested;
- Oversees process of the installation and configuration of computer hardware and software to ensure the functionality of end user devices;
- Oversees and monitors and maintains computer systems and networks;
- Communicates with staff or clients through a series of actions either face-to-face or over the phone to set up systems or resolve issues;
- Oversees the performance of routine preventative maintenance on a quarterly basis or as requested by the Technical & User Support Manager;

Public Procurement:

- Prepares and manages the Annual Budget for the Department;
- Purchases Capital Goods for the Department as directed;
- Prepares and manages the Annual Procurement Plan for the Department;
- Formulates overarching policies and procedures regarding procurement management and based on Government principles and regulations;
- Manage the development of the Procurement Plan for the Department;

- Manage the procurement of goods, services and works in accordance with Government policies and procedures in order to meet organization needs through the most cost-effective means;
- Provides the Finance and Accounts Division with the necessary assistance and information as it related to preparation of payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Ensures the arrangement of the Procurement Committee meetings;
- Reviews submissions for Procurement Committee;
- Prepares and submits Contract Reports to the Public Procurement Commission (PPC);
- Manages the preparation and submission of reports to the Ministry of Finance and Public Service for all goods purchased by the Entity inclusive of cost and locations supplied;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- Reviews reports for submission to MFP, PPC, IC and Cabinet.

Required Knowledge, Skills, and Competencies

Core:

- Excellent planning and organizing
- Confidentiality and integrity
- Good written and oral communication skills
- Analytical thinking
- Good people management skills
- Leadership skills
- Integrity
- Sound judgment, problem-solving and decision-making skills
- Customer and quality focus
- Excellent knowledge and understanding of Human Resource Management trends, procedures and practices in Government
- Negotiating skills
- Strategic management
- Good change management

Technical:

- Sound knowledge of GOJ policies/procedures/regulations, such as the Staff Orders, Public Service Regulations and Delegations of functions
- Good Customer orientation skills
- Sound knowledge of Industrial Relations practices and procedures
- Proficiency in use of MyHr+ and PEPAS Platforms, Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- A Bachelor of Science Degree in Business Administration, Human Resource Management, or equivalent, training in supervisory management, with a minimum of five (5) years' experience. Three (3) years of experience in Human Resource Management
 - Training in Industrial Relations
 - Training in Change Management would be an asset
- OR**
- MSc in Human Resource Management or in a related field from an accredited tertiary Institution
 - Three (3) years of experience in Human Resource Management
 - Training in Industrial Relations
 - Training in Change Management would be an asset

Special Conditions Associated with The Job

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Friday, 10th May, 2024 to:**

Manager
Human Resources and Administration
Government Chemist
Department of Government Chemist
Hope Gardens
Kingston 6

Email: government.chemist@moh.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.



Desreen Smith (Mrs.)
for Chief Personnel Officer