



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 221** **OSC Ref. C. 5850<sup>16</sup>**

**28<sup>th</sup> May, 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 fill the **vacant** post of **Senior Director, Human Resource Management and Development (GMG/SEG 4)** in the **Human Resource Management and Development Branch, Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$6,333,301 - \$8,517,586 per annum.

#### **Job Purpose**

The incumbent is responsible for managing the Human Resource, Training and Organization Development functions of the Ministry, by ensuring that best practices are implemented to achieve organizational efficiency and effectiveness in accordance with the Vision and Mission of the Ministry and the Government's Human Resource policies and regulations.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Provides professional advice and interpretation of HR policies for the Ministry;
- Establishes Human Resource links between strategies and objectives of the Divisions;
- Undertakes planning with senior staff to determine targets and goals for the activities of the Division, ensuring standardization of accompanying procedures;
- Develops the Division's Strategic/Operational Plan and Budget;
- Develops Individual Work Plan based on strategic alignment with Division's Operational Plan;
- Establishes and maintains various HR Committees that make recommendations for the implementation of improved HR policies and programmes;
- Represents the Ministry in meetings or on committees to examine and evaluate standards, incentive systems and HR policies and programmes;
- Directs the Benefits Administration of Staff Welfare Schemes;
- Evaluates the implementation of HR programmes and provides recommendations to correct weaknesses;
- Conducts assessments of supervisees based on performance assessment criteria and prepares Performance Reports;
- 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.

##### ***Technical/Professional:***

- Formulates Human Resource policies and procedures that guide the Human Resource functions of the Ministry in keeping with Government regulations and laws;
- Directs the implementation of various procedures that support the strategic objectives of the Division;
- Chairs the interview panel for the recruitment of Senior Management placements.
- Recommends and guides the development of the Ministry's Grievance and Termination Policies;
- Promotes policies and programmes that support the retention of staff possessing the ability to accomplish the Ministry's objectives;
- Monitors the HR functions to ascertain the effects on the operations of the Division and develops strategies for improvements;
- Monitors the preparation of Quarterly Reports for submission to the Office of the Services Commission and the Committee;
- Conducts research to support any recommended changes in Human Resource policy issues;
- Provides guidance and support to Committee that handles infractions for staff and provides recommendations and reports to the Committee, as necessary;
- Guides the development of the Ministry's Strategic Training Policies by ensuring the provision of training and development for staff;
- Oversees the restructuring and reorganization of the Ministry's structure for the improvements

of its operations;

- Directs the operational reviews and studies designed to improve the workflow and processes of Divisions and Units;
- Supports the promotion of the use of technology to increase efficiency;
- Manages the implementation and maintenance of the HR Management Information Systems;
- Provides guidance to the Ministry's staff in the preparation of their Work Plans;
- Leads the establishment of the Recognition/Reward System;
- Provides feedback to Divisional Heads and recommends areas for improvements, as necessary;
- Promotes and maintains a harmonious Industrial Relations climate;
- Conducts negotiations and mediating activities to maintain good working relations.

***Human Resource:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership and guidance to direct reports through objective setting, effective planning, delegation, communication, training, mentoring, coaching, and providing assistance and support as needed;
- Assists in the recruitment of staff for the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and Ministry's goals;
- Oversees and participates in the review and evaluation of the work of staff members on a regular basis.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent problem solving and decision-making abilities;
- Good planning and organizing skills;
- Teamwork and co-operation;
- Good interpersonal skills;
- Confidentiality;
- Excellent oral and written communication skills;
- Excellent time management and analytical skills;
- Good leadership skills;
- Integrity;
- Excellent mentoring and coaching skills.

***Technical:***

- Sound knowledge of new and diverse training methodologies;
- Sound knowledge of Human Resource Management, practices and principles;
- Excellent knowledge of relevant GOJ's regulations and laws;
- Knowledge of organizational development and change management;
- Knowledge of Microsoft Suite and other office productivity tools.

**Minimum Required Qualification and Experience**

- Graduate Degree in Social Sciences or Human Resource Management or equivalent;
- Training in Change Management and Industrial Relations;
- Five (5) years' experience in Human Resource Management field at a Senior Management Level.

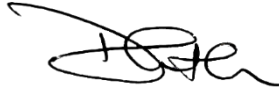
Applications accompanied by résumés should be submitted **no later than Monday, 10<sup>th</sup> June, 2024 to:**

**Director, Corporate Services  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

**Email: [nyekah.adams@megjc.gov.jm](mailto:nyekah.adams@megjc.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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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