



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 296
OSC Ref. C.4860¹¹

22nd July, 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 **Director Child Labour Unit (GMG/SEG 3)** in the **Child Labour Department, Ministry of Labour and Social Security**, salary range \$5,198,035 – \$6,990,779 per annum.

Job Purpose

The Director, Child Labour Unit in consultation with the Divisional Director, Industrial Relations and Allied Services, facilitates the implementation of the National Plan of Action on Child Labour and liaises with stakeholders locally and internationally to enable the strengthening and creation of supportive environments to prevent children from being engaged in Child Labour.

Key Responsibilities

Technical:

- Manages the implementation of the National Country Programme to reduce and ultimately eliminate Child Labour in Jamaica;
- Plans and implements Training Workshops for stakeholders, viz workers and Employers' Organizations, government and non-government Agency Representatives and Ministry personnel to improve their knowledge base on how to take action to combat Child Labour;
- Conceptualizes, plans and implements Public Awareness Programmes through various information media displays, handbooks, presentation to interest groups, service clubs, etc.;
- Co-ordinates and maintains Information System/Database on Child Labour in Jamaica;
- Develops and establishes a system to monitor and track Child Labourers in Jamaica;
- Designs and develops a system for counselling and referral for Child Labourers and their parents;
- Provides technical oversight to action programmes and implementing direct support programmes to prevent and withdraw children involved in Child Labour;
- Provides guidance and technical inputs into the preparation of any project document to seek funding/support locally and internationally;
- Liaises with the respective Agencies and Departments of Government, NGOS and other stakeholders to provide advice/comments in keeping with Jamaica's ratification of ILO Conventions 138 and 82;
- Prepares Annual Reports/Special Notes to the ILO on the ratification of Conventions 138 and 182;
- Administers the relevant sections of the various pieces of legislation as it relates to the problem of Child Labour in Jamaica;
- Convenes meetings and provides technical support for National Steering Committee on Child Labour in Jamaica;
- Hosts and provides other logistical support for visiting delegations of the ILO/IPEC, and Sub regional Office for the Caribbean on Mission in Jamaica;
- Attends and participates in local, regional and international workshops, seminars to discuss child labour and other child rights issues;
- Represents the Ministry of Labour and Social Security on the Task Force established by Government to address Human Trafficking and other such committees established to address child rights issues.

Human Resource:

- Maintains open communication with all staff and management;
- Completes performance appraisals annually for staff assigned to the Unit, using criteria based on Job Description;
- Motivates and supports staff through positive feedback, recognising their strengths whenever possible;
- Co-ordinates and facilitates problem-solving process when necessary;
- Arranges and attends all staff meeting.

Managerial/Administrative:

- Supervises the procurement of goods and services required to undertake the activities of the Unit by submitting requisitions for equipment;

- Prepares and manages Budget for the Unit;
- Prepares and submits Quarterly Reports on the work of the Unit for Corporate/Strategic and Operational Plans as well as sectional reports for the Ministry of Labour and Social Security's Annual Labour Market Reports.

Required Knowledge, Skills and Competencies

Leadership:

- Ability to sustain interpersonal and professional relationships with internal colleagues and contacts in donor and peer organizations;
- Consistently works within internal process and procedures;
- Strong interpersonal and team building skills;
- Proactive engagement with relevant stakeholders.

Project Management:

- Strong planning and time management skills;
- Excellent written and oral communication skills, including the ability to effectively present complex ideas to diverse audience;
- Ability to problem-solve difficult issues;
- Ability to multitask with ease, adapting to frequently changing priorities;
- Strong negotiating and conflict resolution skills;
- Proficiency in developing and managing a budget.

Technical skills:

- Strong experience in managing technical areas or a support function;
- Strong knowledge and understanding of donor policies and regulations;
- High competence using common desktop applications and internal systems;
- Strong analytical and problem-solving skills;
- Strong knowledge of Child Labour Laws and Rights.

People Management:

- Demonstrated proficiency in supervising diverse staff complement, including providing honest feedback;
- Ability to mentor others.

Minimum Required Qualification and Experience

- First Degree in Social Sciences, Social Policy, Social Work or related area;
 - Five (5) years' experience at the Senior Management level;
 - Sound knowledge of monitoring and evaluation systems;
 - Project Management experience an asset.
- OR**
- Masters Degree in Social Policy, Social Work, Development Studies or equivalent;
 - Three (3) years related work experience at the senior management level;
 - Sound knowledge of monitoring and evaluation systems;
 - Project Management experience an asset.

Special Conditions Associated with the Job

- Work in volatile and remote areas;
- Extensive travel (local and international).

Applications accompanied by résumés should be submitted **no later than Monday, 5th August, 2024** to:

**Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**