



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 270 **OSC Ref. C. 4858⁴⁹**

2nd 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 be assigned to the post of **Director, Human Resource Development (GMG/SEG 3)** in the **Human Resource Management and Development/Human Resource Development Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the direction of the Senior Director, Human Resource Management and Development (GMG/SEG 4) the Director, Human Resource Development manages all the functions and general operations of the Human Resource Development Unit and the Training Centers. The incumbent is also responsible for providing and facilitating all the training needs of the Ministry.

Key Responsibilities

Administrative/Management:

- Prepares and implements training plan;
- Reviews training policy and makes recommendations;
- Prepares the Operational Plans and Budgets for the Unit and monitors the implementation and expenditure;
- Manages the computer lab;
- Monitors expenditure from the Training Deposit Account and authorizes bills for payments;
- Monitors the uses of material and equipment in the Unit;
- Serves on designated Management Committees in the Ministry;
- Liaises with Directors from other Divisions on matters relating to the training and development of staff;
- Liaises with local training institutions to identify courses that satisfy the needs of the Ministry's staff;
- Liaises with Offices of the Services Commissions and the Ministry of Finance and the Public Service on matters relating to study leave, scholarships and fellowships;
- Contracts the services of training professionals to deliver training or conduct motivational sessions, where necessary;
- Co-ordinates meetings with the Training and Change Management Committees to deal with study leave and other training issues;
- Oversees the general operations of the Training Centres;
- Makes recommendation for maintenance of the Training Centres;
- Handles grievances and disciplinary matters at the Training Centres.

Technical/Professional:

- Plans and conducts training needs assessment for the Ministry;
- Designs In-house Training Programmes for staff;
- Develops and maintains database of training activities within the Unit;
- Delivers training to Ministry's staff;
- Gives advice to staff on training and career choices;
- Identifies training and career development needs for staff and provides advice on training intervention needed to improve their competencies;
- Designs, develops and implements systems and strategies to ensure the efficient and effective management and administration of all personnel in the Division;
- Identifies staffing needs and participates in the employment of new staff for the Division;
- Monitors and evaluates the performance of direct reports and initiates corrective action, where necessary, to improve performance;
- Ensures awareness of and adherence to the Staff Orders and Public Service Regulations, as well as other HR policies and procedures the Ministry;
- Identifies training needs of staff and makes recommendation for training intervention.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisal and recommends and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent presentation, oral and written communications skills;
- Very good leadership skills;
- Good people management skills;
- Excellent Human Relations skills;
- Excellent Customer Service skills;
- Very good analytical skills;
- Very good problem-solving and decision-making skills;
- Very good planning and organization skills;
- Ability to lead and work in teams;
- Managing external relations.

Technical:

- Excellent knowledge of Government's Human Resource regulations, policies and procedure;
- Sound knowledge of current trends in Training and Career Development Techniques;
- Sound knowledge of Curriculum and Programme Development;
- Sound knowledge of Human Resource Development practices;
- Excellent Andragogical skills;
- Knowledge of accounting and budgetary procedures;
- Sound knowledge of Strategic Management practices;
- Knowledge of Project Management procedures;
- Proficiency in the relevant computer applications.

Minimum Required Qualification and Experience

- B.Sc. in Education, Human Resource Development or Public Administration;
- Diploma in Teaching or Certificate in Train the Trainer Course;
- Training in Human Resource Management;
- Three (3) years' experience in training adults.

Special Condition Associated with the Job

- Traveling to various locations to perform work-related functions and/or attend meetings.

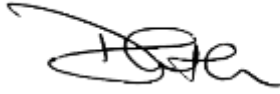
Applications accompanied by résumés should be submitted **no later than Monday, 15th July, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6.**

Email: jobopportunities@moa.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**