



Office of the Services Commissions

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CIRCULAR No. 316 **OSC Ref. C. 6276¹⁴**

20th August, 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 **Jamaica Fire Brigade (JFB)**, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

Reporting to the Senior Director, Finance & Corporate Affairs, the incumbent is responsible for planning, organizing and directing the Personnel, Training, Industrial Relations, Human Resource and Administrative Programmes for the Brigade, to enable effective integration and seamless implementation of HR policies, systems and programmes. The incumbent provides oversight and technical guidance to the Units, ensuring that the relevant policies and best practices are implemented and upheld to achieve organizational efficiencies and effectiveness in accordance with the vision and mission of the Brigade. The Senior Director of HRM& D is the chief advisor to executive and line managers on human resource matters; as such, the incumbent is expected to remain current in Government of Jamaica HR policies and procedures, international best practices, as well as industry trends in managing people resources in fire service.

Key Responsibilities

Technical/Professional:

- Oversees interviews to recruit members of staff at the Senior Management levels for positions within the Brigade;
- Conducts scheduled visits to all Divisions within the Brigade to ensure that Human Resource Management functions are executed in accordance with the Public Service Regulations, Policies and Procedures within the Brigade;
- Liaises with other Human Resource Management practitioners in the public and private sectors to network and share ideas.

Management/Administrative:

- Provides expert advice, briefings and support to the Board, Commissioner, Senior Director, Finance & Corporate Service and other officers, on matters relating to Human Resource Management and Development;
- Develops and monitors the Human Resource Strategic and Operational Plans for the Brigade;
- Develops and implements Succession Planning and Employee Development Programmes to ensure continuity of skills, competencies and career advancement of employees within the organization;
- Liaises with other Senior Executives to solicit the relevant information from them to ensure the training and development needs of the staff are identified and addressed;
- Develops and continuously reviews the Human Resource Policy and Procedures Manuals;
- Participates in the development/review, and ensures the implementation of Human Resource development and management policies and procedures, in accordance within the relevant regulations;
- Oversees the administration of the discipline and grievance procedures, ensuring consistency, fairness and equity in the Brigade;
- Oversees the administration of Staff Welfare Programmes;
- Co-ordinates the review/development of Job Descriptions to ensure currency of jobs in meeting the needs of the Brigade and makes recommendations for reclassifications where necessary;
- Co-ordinates and monitors the Performance Management and Evaluation System within the Brigade;
- Administers Brigade's policies, Standard Operating Procedures and Standard Operating Guidelines; prepares and implements departmental procedures;
- Periodically reviews and analyses the Brigade's operational structure and manpower needs and makes recommendations for adjustment as is required;
- Provides accurate and timely interpretation and application of Human Resource policies and procedures;

- Collaborates with Senior Executives and facilitates the restructuring of Divisions, Sections or Departments to meet the changing requirements of the Jamaica Fire Brigade;
- Monitor and ensure the Brigade's compliance with the relevant labour laws and maintains a conducive industrial relations climate.

Human Resource:

- Oversees the design of work plans and programmes for the Brigade, ensuring staff are effectively utilized and productivity optimized;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Participates in the recruitment, selection and orientation of staff for the Brigade;
- Determines the tools required for improved efficiency within the Department;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and implements Staff Development and Succession Plans for the Brigade to ensure adequate staff capacity;
- Ensures the welfare of Unit staff are clearly identified and addressed;
- Collaborates with the Senior Director, Finance and Corporate Affairs, in setting meeting agenda;
- Prepares profiles of staff to be appointed, promoted, retired and granted study leave;
- Participates as a member of the Disciplinary Committee that deals with infractions by staff.

Required Knowledge, Skills and Competencies

Core:

- Excellent people management skills
- Excellent problem solving and decision making skills
- Excellent Communication and Training & Development skills
- Effective planning and organizing skills
- Excellent interpersonal skills
- High level of integrity, ethics and confidentiality in execution of duties
- Accountability
- Excellent customer relations skill
- Excellent Leadership Skills

Functional:

- Excellent knowledge of Government Human Resource policies and procedures;
- Excellent people management skills;
- Proficiency in computer applications;
- Excellent strategic planning skills;
- Good listening and counselling skills.
- Excellent knowledge of Staff Orders, Public Service Regulations
- Good knowledge of Labour Laws and Industrial Relations practices
- Excellent knowledge of the Grievance Policy for the Public Sector

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Human Resource Development, Business Administration (with specialization in Human Resource)
- Post Graduate training in a related field
- Five (5) years experience at the management level.


Applications, accompanied by résumés, should be submitted **no later than Monday, 2nd September, 2024 to:**

Senior Director, Human Resource Management and Development
Jamaica Fire Brigade
85 Hagley
Kingston 10

Email: snr.dhrmd@jfb.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