



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 405

OSC Ref. C. 5850¹⁷

10th October, 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 **Manager, Human Resource Management (Level 8)** in the **Human Resource Management and Development Division, National Environment and Planning Agency (NEPA)**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the leadership and direction of the Senior Director, Human Resource Management and Development, the Manager, Human Resource Management is primarily responsible for strategically partnering with NEPA's key internal and external business players in directing the human resource planning mechanisms, people retention and HRIS functions, in furtherance of the Agency's vision and mission and the Government of Jamaica's Human Resource Management policies and guidelines.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Division's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises the preparation of reports to Senior Director, Senior Executives and other relevant stakeholders;
- Represents Senior Director at meetings, conferences, workshops and seminars;
- Prepares reports and project documents, as required;
- Prepares and delivers Human Resource Management presentations, as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Manages the design, implementation and monitoring of Human Resource Management business processes and service level agreements to support the achievement of NEPA's strategies, policy priorities and programmes;
- Manages the human resource planning and talent management mechanisms of NEPA, by identifying current workforce supply, determining the future of the workforce, balancing between labour supply and demand, in line with the Agency's goals;
- Manages the recruitment and selection processes of staff within NEPA, in keeping with human resource plans and strategies;
- Manages the designing, reviewing/modification of tools and instruments geared at supporting the recruitment and selection processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;
- Chairs interviews for assigned staffing levels or classifications/bands;
- Reviews and presents submissions to the Senior Director, Human Resource Management and Development for hearing at the Human Resource Executive Committees (HREC), on matters relating to permanent and acting appointments, transfers, secondments, and related matters;
- Guides the management of HRM informatics and compiles statistical reports concerning people management data such as new recruits, acting assignments, transfers, secondments and related matters;
- Analyzes statistical data, and reports to identify and determine root cause of Human Resource problems and develops recommendations for improvement of the various HR policies and practices;
- Participates actively in the formulation and execution of HRM policies, plans and procedures regarding a wide range of issues, concerning talent acquisition, people management, etc.;
- Develops and maintains records management systems geared at safeguarding staff files/information and generating accurate staff listing for NEPA at any given time;

- Reviews employees Performance Management and Appraisal System (PMAS) instrument for permanent appointment and submits to the HRD and PM Branch for action;
- Provides advice for the design of human resource forms, contracts, service level agreements and standards regarding the provision of a wide range HR templates and related items;
- Provides and contributes to training sessions on Human Resource policies and procedures;
- Manages the co-ordination and conduct of NEPA's onboarding and orientation programmes by developing programme design, schedules, co-ordinating logistics and any other related duties to foster positive attitude toward the organization's objectives;
- Provides current and prospective employees with information about GOJ and the Agency's HR policies, job duties, working conditions, wages and opportunities for promotion and employee benefits;
- Assists with developing and maintaining the Succession Planning Programmes for NEPA;
- Keeps abreast of trends and changes in HRM methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes, where necessary, to improve the service quality and productivity of the Branch and organization.

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing HR professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies;
- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession management initiatives, transfer, promotion and leave in accordance with established Human Resource policies and procedures;
- Identifies skills/competency gaps and contributes to the development and Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Other:

- The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Good knowledge of Human Resource Management and Development/People Principles and Techniques, including Recruitment, Manpower planning and HRIS;
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the Human Resource Management and Development/People functioning, for example Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.;
- Good understanding of the public expenditure policy environment and the goals;
- Good knowledge of programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members, both within and outside the Agency;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Management environment in a large organization, with at least three (3) years in a supervisory capacity.

OR

- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Management environment in a large organization, with at least five (5) years in a senior management capacity.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- Will be required to travel locally and overseas to attend conferences, seminars, site visits and meetings.

Applications accompanied by résumés should be submitted **no later than Thursday, 24th October, 2024, to:**

**Director, Human Resource Management and Development
National Environment and Planning Agency
11 Caledonia Avenue
Kingston 5**

Email: HRM@nepa.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**