



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 167 **OSC Ref. C. 6634/S⁷**

13th May, 2025

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, Human Resource Management and Administration (Level 9)** in the **National Works Agency (NWA)**, salary range \$9,401,821- \$12,644,404 per annum.

Job Purpose

Under the direction of the Chief Executive Officer, the incumbent oversees the delivery of comprehensive human resources and administrative services within the National Works Agency. This role ensures the efficient implementation of HR policies, compliance with regulatory requirements, and effective support for organizational operations through sound personnel management, records administration, employee training and development, performance management and office management. The Director serves as a key advisor to senior leadership on human resource matters and promotes a culture of high performance, employee engagement and continuous improvement.

Key Responsibilities

Management/Administrative:

- Reviews the organization's Human Resource, Industrial Relations Training and Administrative policies and procedures, in accordance with Human Resource Management standards;
- Participates in the organization's Strategic Planning process;
- Prepares and monitors the Directorate's Operational Plan and Budget, ensuring the work of the Directorate is carried out according to plan and agreed targets achieved;
- Represent the Agency at meetings, conferences and other functions, as required;
- Provides technical advice to the Chief Executive Officer and senior managers on human resource matters;
- Prepares and submits performance and other reports, as required;
- Ensures the timely submission of all documents/information requested.

Technical/Professional:

- Formulates policies, provides strategic direction on Human Resource Management, Industrial Relations, Administrative and Records Management programmes for the Agency;
- Collaborates with Directors in Human Resource Management, Human Resource Development and Organizational Development to develop a human resource plan and programme to support the Agency's strategic priorities;
- Develops and implements training and development policies to maximize staff potential to accomplish the Agency's Mission;
- Initiates and develops strategic and tactical plans/programmes which will promote a healthy, safe and proactive industrial relations climate;
- Develops an efficient and effective information and records management system;
- Develops, plans and monitors manpower needs of the Agency;
- Participates directly in the recruitment and selection of senior management staff.

Human Resource:

- Provides effective supervision of human resources to ensure efficiency of personnel;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance;
- Participates in the recruitment of staff for the Agency, and recommends transfer, promotion, termination and leave, in accordance with established human resource policy and procedures;
- Develops and implements Succession Planning Programme for the Agency, to facilitate continuity and the availability of requirement skills and competencies to meet the needs of the Agency;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and development needs of staff in the Agency are clearly identified and addressed;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Agency's and Organization's goals;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Agency;
- Plans strategies to improve human resource management in the organization, based on new developments in the field.

General Administration:

- Gives focus and direction to the preparation of the organization's administrative budget in keeping with prescribed guidelines, in a timely manner;
- Monitors and gives guidance to the adherence of GOJ protocol for the procurement of the Agency's office supplies and equipment, which will facilitate a productive environment;
- Reviews recommendation made for equipment and material needs with Director of Finance and Accounts, Chief Executive Officer and Specialists for various Directorates;
- Ensures that effective administrative support is provided for all Directorates, in order that all staff members are able to give optimum performance;
- Develops and maintains an efficient and effective Information and Records Management System;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Strong management, planning and organizing skills;
- Excellent customer relations skills;
- Excellent oral and written communication skills;
- Excellent interpersonal and coaching skills;
- Sound knowledge of National Industrial Relations laws;
- Excellent counselling skills;
- Excellent interviewing skills;
- Excellent team player.

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management or Business/Public Administration;
- Specialized Training in Human Resources/Personnel Management/Labour Relations;
- Five (5) years work experience at a Senior Management level.

Applications accompanied by résumés should be submitted **no later than Monday, 26th May, 2025 to:**

**Chief Personnel Officer
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: nwaapplications@osc.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**