



Office of the Services Commissions

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CIRCULAR No. 199

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4th June, 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 be assigned to the post of **Director, Human Resource Management and Development (GMG/SEG 3) – (Not vacant)** in the **Houses of Parliament**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

The Director, Human Resource Management and Development, under the general supervision of the Director, Corporate Services, provides strategic leadership, oversight and technical guidance to the Department by ensuring that the relevant Human Resource policies, procedures and best practices are implemented and upheld, to achieve organizational efficiency and effectiveness.

The incumbent is also responsible for leading, planning, directing and monitoring of human resource activities and programmes that will facilitate an employee-oriented environment that emphasizes high quality performance, empowerment and productivity within the following Portfolios: Organizational Development, Human Resource Management, Training and Development, Recruitment and Selection, Talent Management, Performance Management, Industrial Relations, Succession Planning and Employee Relations and Welfare.

Key Responsibilities

Management/Administrative:

- Plans, directs, organizes and manages the development and implementation of Strategic Human Resource Management and Development functions;
- Develops HR Annual/Operational Plan and Budget for the Human Resource Management and Development Branch, and ensures its alignment to the Strategic Objectives of the Houses of Parliament;
- Ensures that the Human Resource functions are practised in accordance with Human Resource Policies and other relevant regulations;
- Provides guidance/advice to the Clerk to the Houses, Director, Corporate Services and other managers, on matters relating to Human Resource Development, Management and Employee Relations;
- Interprets and guides the implementation of Human Resource (HR) policies and programmes, in keeping with established Government guidelines;
- Ensures that measures are in place to undertake a comprehensive audit of the HR functions;
- Ensures that operating procedures and manuals are developed and implemented in compliance with relevant GoJ rules and regulations;
- Represents the organization at meetings/conferences and other fora, and prepares reports, as requested;

Technical/Professional:

- Mediates on all internal staff disputes, to ensure an amicable resolution, in keeping with the established guidelines and procedures;
- Chairs the interview panel for recruitment;
- Oversees the development and implementation of the Department's Training and Development Plan;
- Undertakes duties of Secretary for the Human Resource Executive Committee (HREC);
- Prepares monthly and quarterly reports on the progress of the HRM&D Branch, based on established targets;
- Ensures that staff has the appropriate physical resources to undertake their duties efficiently and effectively.

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;
- Provides leadership and guidance to direct reports, through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the organization are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Organization's goals;
- Recommends strategies to achieve and maintain optimal Human Resource capacity building;
- Ensures that staff is aware of, and adheres to the policies, procedures and regulations of the Organization;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication skills
- Excellent problem-solving and decision-making skills
- Confidentiality
- Good teamwork and co-operation
- Excellent interpersonal skills
- Sound planning and organizing skills
- Excellent time management and analytical skills
- Excellent leadership skills
- Able to manage change
- Excellent mentoring and coaching skills
- Keen attention to details
- Demonstrated ability to interpret policies and procedures
- Good negotiating, coaching, mentoring and counselling skills

Technical:

- Sound knowledge of:
 - ✓ Strategic HR Management
 - ✓ Preparation of Strategic and Operational Plans and Budget for the Branch
 - ✓ Principles of effective Human Resource Management
 - ✓ Training and development of the Human Resource
 - ✓ Performance Management Appraisal System
 - ✓ Staff Orders and Public Service Regulations and other GoJ policies and regulations
 - ✓ Industrial Relations and Labour Laws practices
- Ability to use Microsoft Office Suite

Minimum Required Qualification and Experience

- Master's Degree in Management Studies/Business Administration/Public Administration/ Public Sector Management or related discipline;
- Training in Change Management would be an asset;
- Five (5) years' experience in a managerial position.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th June, 2025 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.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**