



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 335

OSC Ref. C.6544⁵

12th November, 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 Resources (GMG/SEG 4)** in the **Houses of Parliament**, salary range \$6,333,301 - \$8,517,586 per annum.

Job Purpose

The incumbent will provide visionary leadership, strategic oversight and expert direction for all Human Resource (HR) functions within the Houses of Parliament, transforming the Branch from a largely transactional Unit into a proactive, business-partner model that drives organisational effectiveness, workforce agility and high-performing service delivery, in keeping with Government of Jamaica HR transformation principles.

Key Responsibilities

Technical/Professional:

- Provides strategic HR leadership and governance for the Houses of Parliament – set vision, strategy, policies and KPIs;
- Prepares and manages the Branch's Annual Operating Plan, Budget, Risk Register and procurement schedule; keep expenditure within $\pm 5\%$ of allocation;
- Chairs or deputises on HR governance fora (HR Steering Committee, Workforce Planning Board) and reports to the Clerk and Executive Management Committee;
- Oversees the branch work-tracking system, ensuring SLA compliance and real-time reporting;
- Leads stakeholder partnerships with SHRMD-MoFPS, OSC, CMEB, Parliamentarians and professional bodies; represents the Houses of Parliament (HOP) in HR fora and negotiations.

Management/Administrative:

- Directs the HR Business-Partner Service, covering recruitment, onboarding, benefits, leave, payroll inputs, grievance and separation;
- Leads organisation-wide OD and change projects, establishment submissions and job-evaluation studies;
- Manages workforce planning, succession mapping, talent-pipeline and skills-gap analyses;
- Administers PMAS, including calibration and improvement planning;
- Oversees employee and industrial relations, negotiating with Unions and resolving employee relations cases;
- Maintains the HR Policy and SOP Manual; ensures compliance with Staff Orders, GoJ Regulations and the Data Protection Act;
- Designs, publishes and interprets a quarterly HR analytics dashboard (vacancy, utilisation, turnover, leave, diversity, training ROI, engagement);
- Implements and optimises MyHR+, digitising $\geq 90\%$ of core transactions, and ensures data integrity;
- Monitors HR-related procurement and contracts in line with GoJ rules.

Human Resource:

- Leads, coaches and manages Branch's staff (Managers, HR Business Partners, Analysts and Administrator);
- Executes the Annual Training and Development Plan, driving skills transfer and succession readiness;
- Executes cultural diagnoses and fosters high-trust, inclusive culture that models GoJ core values and ethical standards.

Other:

- Drives the employee-engagement, culture and ethics programme, achieving agreed engagement-index improvements.
- Provides accurate HR data to Finance and other stakeholders, for payroll, budgeting and audit purposes;
- Maintains HR records and confidentiality, in accordance with the Data-Protection Act; conducts quarterly access-log reviews;
- Performs any other related duties that may be reasonably assigned by the Clerk, to ensure the effective functioning of the Houses of Parliament.

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

- Demonstrates the highest standards of honesty, confidentiality and impartiality
- Inspires, coaches and motivates multi-disciplinary teams
- Translate Parliament's long-term goals into HR strategy and policy
- Build trust with internal and external stakeholders
- Produce clear analyses and persuades at executive/Parliamentary level
- Lead complex OD and digital-transformation programmes
- Excellent oral and written communication skills
- Excellent performance management skills
- Sound judgement

Technical:

- Knowledge of:
 - ✓ HR strategy, workforce planning and analytics work tracking, performance and MyHR+ dashboards)
 - ✓ Organisation development, job evaluation and establishment management
 - ✓ Talent-management systems, succession planning and PMAS administration
 - ✓ Industrial Relations and Jamaica Labour Laws; grievance and disciplinary procedures
 - ✓ HR policy development, audit and data-protection compliance
 - ✓ Project-management, budgeting and contract administration regulations

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Human Resource Development, Organisational Development, Industrial and Employee Relations or related discipline;
 - Three (3) years progressive work experience, two (2) of which should be at the managerial level in the Private or Public Sector, with demonstrated understanding of strategic human resource management, organisation-wide change, talent-management and HR analytics;
 - Experience working with GoJ HR policies, Staff Orders, MyHR+ and the Delegated Functions Framework would be an asset;
 - Training in Leadership and Change Management would be an asset;
- OR**
- Bachelor's Degree in Human Resource Management, Human Resource Development, Organisational Development, Industrial and Employee Relations or related discipline;
 - Five (5) years progressive work experience, three (3) in the Private or Public sector, with demonstrated understanding of strategic human resource management, organisation-wide change, talent-management and HR analytics;
 - Experience working with GoJ HR policies, Staff Orders, MyHR+ and the Delegated Functions Framework would be an asset;
 - Training in Leadership and Change Management would be an asset;
- OR**
- An equivalent combination of qualifications and experience relevant to the job.

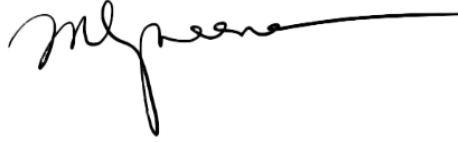
Applications accompanied by résumés should be submitted **no later than Tuesday, 25th November, 2025 to:**

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

Email: clerk2025@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 'M. Greene', with a long horizontal line extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**