



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 356**

### **OSC Ref. C. 6000<sup>7</sup>**

**1<sup>st</sup> December, 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 (GMG/SEG 3)** in the **Human Resource Division, Jamaica Constabulary Force**, salary range \$5,198,035 - \$6,990,779 per annum.

### **Job Purpose**

The incumbent is responsible for serving as a strategic business partner within the assigned area; providing tactical and operational support through the facilitation of effective management of human resource principles and practices. This includes providing guidance on operating procedures and policy interpretation, implementing recruitment and retention strategies and developing strategic plans/programmes to promote the desired performance culture in support of the Organization's Mission, Vision and Values.

### **Key Responsibilities**

#### ***Technical/Professional***

- Interprets and implements human resource policies and programmes and ensures compliance;
- Monitors and evaluates the implementation of HR programmes and recommends strategies to correct gaps identified;
- Assists with the development of Succession Plans to ensure continuity of business processes;
- Develops standard operating procedures to support business operations and facilitate maintenance of standard;
- Recommends solutions to problems identified that will impact workforce planning;
- Liaises with the Area Commanders and Management Team in determining manpower and resource needs;
- Conducts periodic assessment of HR practices and recommends strategies to improve service delivery;
- Provides feedback or recommendations to Heads of Divisions on HR related issues or concerns;
- Contributes to the development of a Training Plan;
- Ensures alignment of recruitment strategies with the manpower needs of the Organization;
- Participates in the interview and selection process for Force Applicants;
- Participate in assessment and interview for promotional examinations; for Police Officers
- Manages the recruitment and selection processes for civil staff and District Constables;
- Promotes policies and programmes that support the retention of staff possessing the ability to accomplish the JCF's objectives;
- Ensures that fair and impartial disciplinary actions are taken and that policies and procedures are followed;
- Prepares advertisements for the recruitment for civil staff and District Constables;
- Conducts exit interviews for staff, analyses information and reports accordingly;
- Facilitates staff development through the recommendation of training and development initiatives;
- Participates in negotiation meetings, as directed;
- Undertakes responsibilities as dictated by the delegation of authority, and provides support to the Human Resource Executive Committee (HREC);
- Conducts station visits/audits and makes recommendation, as deemed necessary.

**Administrative**

- Oversees the management of MyHR+ and ensures standard operating procedures are adhered to;
- Ensures timely population and effective management of the PEPAS in keeping with the Pensions Act;
- Facilitates the release of information for HR Audits, Job Analysis or review programmes;
- Liaises with the Organization Development Unit for the establishment and operationalization of posts to support operations;
- Monitors the administration of the Performance Management Appraisal System (PMAS) within the assigned Area and submits periodic reports on PMAS returns;
- Assists with the coordination of sensitization sessions to enhance awareness;
- Ensures that the evaluations are conducted in an equitable and fair manner;
- Assists with the resolution of disagreements which may result from the assessment process;
- Participates in the Division's strategic planning process.
- Promotes awareness of policies and ensures breaches are dealt with objectively;
- Co-ordinates orientation and re-orientation programmes.

**Human Resource**

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations;
- Participates in the recruitment of staff for the Department;
- Determines the tools/resources required for improved efficiency within the Unit;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Promotes a high performance culture;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessment of supervisees based on the performance assessment criteria and prepares performance report;
- Maintains effective working relations with external and internal stakeholders, ensuring that the Unit provides at a consistently high level.

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

- Excellent leadership and management skills
- Excellent interpersonal/communication skills
- Good problems solving and analytic skills.
- High level of integrity and professionalism
- Good planning and organization skills

**Technical**

- Proficiency in the use of relevant computer applications
- Sound knowledge of Compensation and Benefits Administration
- Excellent interviewing, counselling and negotiating skills
- Excellent knowledge of the general operations of the machinery of Government, specifically the Public Sector Human Resource Management Framework
- Expert knowledge of Labour Laws and Industrial Relations Practices
- Sound knowledge of Public Sector Regulations and Staff Orders

**Minimum Required Qualification and Experience**

- An undergraduate Degree in Human Resource Management, Business Administration or Management from a recognized University with at least three (3) years of relevant work experience.

Applications accompanied by résumés should be submitted **no later than Friday, 12<sup>th</sup> December, 2025 to:**

**Senior Director  
Human Resource Management & Development  
Jamaica Constabulary Force  
NCB South Tower  
3<sup>rd</sup> Floor  
2 Oxford Road  
Kingston 5.**

**Email: [hrbranch@jcf.gov.jm](mailto:hrbranch@jcf.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 flourish extending to the right.

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