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CIRCULAR No. 29
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26th January, 2018

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 of Personnel (GMG/SEG 1)** in the **Jamaica Fire Brigade**, salary range \$1,348,545 - \$1,602,996 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Human Resource Management and Development, the incumbent supports the Human Resource needs of the Jamaica Fire Brigade with a view to achieving organizational efficiency and effectiveness in accordance with established policies and procedures.

Key Responsibilities

- Co-ordinates and process documentation relating to employee appointments, promotions, transfers, termination and retirement;
- Assists with the implementation of Succession and Performance Management programmes;
- Assists with the implementation of Job Evaluation exercise;
- Participates in the recruitment, selection and placement process of staff within the Brigade;
- Provides guidance, advice and interpretation of Human Resource matters to Area Officers, Divisional Heads and other employees within the Brigade;
- Participates in the development of Work Plans and programmes for the Brigade ensuring staff is effectively utilized;
- Ensures that staff is aware of and adheres to policies, procedures and regulations of the Brigade and the Public Service;
- Participates in determining the tools required for improved efficiency within the Brigade;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Administers employee benefits and welfare programmes (health, pension, leave, employee assistance) within established guidelines;
- Develops and maintains an up-to-date Manpower Inventory;
- Assists with the Orientation Programme for new employees;
- Prepares Contracts for Contract Employees;
- Participates in Promotions Committee meetings;
- Advises the Director Human Resource Management on various staff related matters;
- Identifies areas where Human Resource improvements are needed and develop proposals to rectify same;
- Prepares Board Submissions for promotions/appointments, terminations and requests for Study Leave;
- Participates in the interviews for the employment of persons on Contracts such as Drivers and Mechanics and also for persons to be promoted to the rank of Assistant Superintendent;
- Reviews and analyses Performance Evaluation Reports in respect of uniform and non-uniformed staff;
- Reviews and analyzes Applications for Re-enlistments in the Brigade in respect of Firefighters and Sub-officers;
- Assists in the preparation of Job Descriptions;
- Co-ordinates annual Retirement Preparation Seminars for upcoming retirees.

Required Knowledge, Skills and Competencies

- Excellent Customer Relations skills
- Excellent Oral and Written Communication skills

- Excellent Interpersonal skills
- Excellent integrity/ethics exercised in the performance of duties
- Excellent Problem Solving skills
- Good Planning and Organizing skills
- Good Judgment and Initiative
- Good Leadership skills
- Excellent People Management skills
- Good listening and counselling skills
- Ability to work in a team
- Good knowledge of Labour Laws
- Excellent knowledge of Government Human Resource policies and procedures
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Public Administration;
- Three (3) years working experience in Human Resource Management.

Applications accompanied by résumés should be submitted **no later than Friday, 9th February, 2018 to:**

**Director, Human Resource Management and Development
Jamaica Fire Brigade
14 Port Royal Street
Kingston**

Email: dirhr.jfb@cwjamaica.com

Please note that only short listed 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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**