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CIRCULAR No. 55
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27th February, 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 be assigned to the post of **Director, Human Resource Management and Development (GMG/SEG 4) – (Not Vacant)** in the **Post and Telecommunications Department**, salary range \$2,593,142 – \$3,082,431 per annum and any allowance(s) attached to the post.

Job Purpose

Under general supervision of the Senior Director, Human Resource Management and Administration, the incumbent is responsible for the overall management and development of Human Resources in the Post and Telecommunications Department, ensuring that capable staff is attracted, recruited, developed and retained to provide competences required to support a high performing organization.

Key Responsibilities

- Interprets and guides the implementation of Human Resource (HR) policies and programmes in keeping with established Government guidelines; determines objectives and priorities within programmes and provides co-ordination and integration of HR policy and programme initiatives;
- Leads the development of the HR strategy, ensuring its alignment to the strategic objectives of the Department; ensures that HR policies and procedures are documented and effectively communicated to staff;
- Develops the annual HR Plan and Budget and ensures its alignment to the Strategic Objectives of the Department; ensures that all relevant stakeholders including senior and line managers are actively and sufficiently engaged in the development of the HR plan; reviews the plan periodically to determine its continued relevance and the success of its implementation with consultation from relevant stakeholders;
- Manages the budget for the HRM&D Branch in an efficient, effective and economical manner in accordance with relevant legislation and guidelines;
- Conducts periodic cost and productivity analysis and initiates and/or makes recommendations for changes where necessary to achieve established goals;
- Establishes and maintains effective relationships with management to gain confidence and cooperation in the delivery of Human Resource services;
- Leads in the development of a performance based culture within the Department, promotes and facilitates the devolution of pertinent HR functions to line managers;
- Oversees the design, development and implementation of an integrated programme(s) that seeks to address issues and trends identified in the workforce plan such as an aging workforce and the establishment of mentorship/coaching programmes to ensure the retention of institutional knowledge;
- Develops and implements a succession policy and plan for the Department to ensure continuity of and to build key and critical competencies including executive leadership in collaboration with line managers and other members of the HRMD Division;
- Develops and oversees the implementation of an effective recruitment and selection programme aimed at selecting and retaining competent and productive employees in keeping with established government guidelines;
- Oversees the development and maintenance of a competency framework for the Department that captures the core and technical competencies of each occupational group required for the achievement of the strategic objectives of the Department;

- Develops and maintains a Code of Conduct for the Department in line with the Staff Orders and Public Sector Regulations that captures the desired culture of the Department; ensures compliance to the Code of Conduct;
- Oversees the development and implementation of a Corporate training/development plan to meet the needs of the Department in achieving its goals and objectives;
- Develops, reviews and implements Strategic Plans/Programmes to promote a healthy industrial relations environment;
- Oversees the administration of the compensation, benefits and rewards programme ensuring consistency in administration to maintain equity across the Department;
- Oversees the development/review of employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale; leads the administration of the employees' grievance procedures and assists with employee counselling as necessary;
- Manages the administration of a staff welfare programme ensuring effectiveness and equity;
- Oversees the administration of industrial relations strategy that fosters a culture of cooperation, fairness and mutual respect; participates in negotiations and establishes a mechanism that enables effective dialogue between the Department and the Trade Unions; collaborates with the Ministry of Finance and the Public Service for wage negotiations on behalf of employees.

Required knowledge, Skills and Competencies

- Good understanding of the principles of policy development, analysis and evaluation
- Sound knowledge of risk management principles
- Thorough understanding of the principles of effective HRM
- Sound knowledge of Education Regulations, Staff Orders, Public Service Regulations and other relevant government regulations
- Practical knowledge of the applied use of information technology and productivity software, such as Microsoft Office
- Integrity and confidentiality
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations
- Strong customer orientation skills
- The ability to prioritize amongst conflicting demands
- Excellent interpersonal skills
- The ability to motivate and influence others
- Ability to think and act strategically across a range of functions
- Sound oral and written communication skills
- Excellent critical thinking, analytical and problem solving skills
- Ability to understand the impact of policy changes on human resource management

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Business, Public Management or equivalent professional qualification;
- Ten (10) years' experience in Human Resource Management, at least five (5) years of which should be at a senior management level.
- Any other equivalent combination of qualification and experience.

Special Conditions Associated with the Job

- Required to occasionally travel on official business;
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

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

**Senior Director
Human Resource Management and Administration
Post and Telecommunications Department
6-10 South Camp Road
Central Sorting Office
Kingston**

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.

A handwritten signature in blue ink, appearing to read 'M. Martinez', with a long horizontal flourish extending to the right.

M. Martinez (Mrs.)
for Chief Personnel Officer (acting)