



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

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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 following **vacant** posts in the **Human Resource Management and Administration Section, Jamaica Defence Force (JDF)**:

- 1. Director, Organizational Development and Performance Management Appraisal System (GMG/SEG 2)**, salary range \$4,266,270 – \$5,737,658 per annum.
- 2. Director, Human Resource Management (GMG/SEG 2)**, salary range \$4,266,270 – \$5,737,658 per annum.
- 3. Director, Human Resource Development (GMG/SEG 2)**, salary range \$4,266,270 – \$5,737,658 per annum.
- 4. Senior Human Resource Management Officer (GMG/SEG 1)**, salary range \$3,501,526 - \$4,709,163 per annum.
- 5. Human Resource Development Officer (GMG/SEG 1)**, salary range \$3,501,526 - \$4,709,163 per annum.
- 6. Senior HR Officer – Occupational Health and Wellness/Welfare (GMG/SEG 1)**, salary range \$3,501,526 - \$4,709,163 per annum.
- 7. Administrative Assistant (GMG/AM 2)**, salary range \$1,711,060 – \$2,301,186 per annum.

1. Director, Organizational Development & Performance Management Appraisal System (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the Director, Organizational Development and Performance Management Appraisal System (PMAS), is primarily responsible for the design and delivery of organizational development interventions, performance management strategies and the management of change in support of the Organization's Strategic and Operational Plans.

The Manager also provides technical information and advice to guide decision making, as required.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plans and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF, as required, and ensures timely submission of all documents/information requested from the Section;
- Maintains quality customer service principles, standards and measurements for the Section;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora, as needed.

Technical/Professional:

- Conducts research, analysis and ideas to aid the development of the JDF's HR strategy in order to ensure that organizational development and PMAS initiatives are appropriately integrated and aligned with strategic and business goals;
- Designs and delivers OD and change management strategies, processes and interventions that support the JDF's ambition in building a high performing organization, by:
 - ✓ Consulting with Divisional Heads and other senior managers and staff in the JDF to identify and determine problems
 - ✓ Developing detailed plan of action, in collaboration with the relevant parties, including targets and deadlines
 - ✓ Examining relevant statutes, regulations, directives and reports related to the organization to determine legislative framework for functional responsibility
 - ✓ Conducting preliminary surveys to determine and define the objectives of studies, scope of studies, appropriate methods and techniques to be employed and the requisite Terms of Reference (TOR)
 - ✓ Conducting systems and procedures studies
 - ✓ Conducting organizational studies/reviews within the JDF
 - ✓ Conducting business process identification and reengineering
 - ✓ Developing new and modifying Job Descriptions and Specifications
 - ✓ Developing charts of existing and proposed organizational structures
 - ✓ Developing findings, rationale and recommendations for problems identified;
- Develops and maintains customized PMAS manuals, templates, forms, policies and procedures for the JDF;
- Designs and conducts PMAS sensitization sessions within the JDF;
- Reviews samples of Unit Work Plans and Individual Work Plans throughout the system to ensure quality of content (alignment and completeness in specification);
- Develops customized PMAS material for employee Onboarding and Orientation Sessions;
- Participates in the delivery of training for newly appointed managers and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff, including managers and supervisors;
- Works with managers and supervisors to ensure that PMAS documentations are completed for all relevant staff members within the agreed timeframes;
- Co-ordinates mechanisms to monitor compliance with the conduct of interim evaluations and provides guidance as necessary;
- Co-ordinates approaches that ensures performance appraisals for all relevant staff members are completed on an annual basis;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Monitors the implementation of development plans as an important aspect of Performance Management;
- Co-ordinates systems and procedures that ensures the maintenance of Performance Appraisal Records;
- Devises systems and procedures that ensures that staff eligible for an increment/award are identified, and the relevant HR and payroll intervention made;
- Participates in the work of the internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Plans and co-ordinates the arrangement of recognition and reward activities/events at the corporate level;
- Keeps abreast of trends and changes in OD and PMAS methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and organization;

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Entity to ensure adequate staff capacity;

- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies

- Strategic vision
- Analytical thinking
- Good oral and written communication skills
- Job Knowledge
- Teamwork and cooperation
- Customer and quality focus
- Goal/Result oriented
- Good leadership skills
- Good planning and organizing skills
- Compliance
- Sound knowledge of Human Resource Management principles and practices
- Sound knowledge of developing OD and Change Management interventions
- Sound knowledge of designing and implementing Performance Management and Appraisal Systems and Programme
- Good knowledge of the Public Service Regulations
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Good knowledge of and experience in GOJ operations and Public Sector matters
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions
- Ability to confidently build strong business relationships

Minimum Required Qualification and Experience

- Bachelor's Degree in Organizational Development, Human Resource Management, Management Studies, Public/Business Administration, Business Analysis, or related Social Sciences;
- Management Analysis Certificate;
- Four (4) years' experience in a Human Resource Management/Development or Organizational Development environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions. May be required to travel locally and internationally, to attend conferences, seminars and meetings.
- Office located some distance from the main entrance;
- May be subjected to search based on JDF's rule.

2. Director, Human Resource Management (GMG/SEG 2)

Job Purpose:

Under the direction of the Director, Human Resource Management and Administration, the Director, Human Resource Management, manages the human resource planning mechanisms, people retention and employee relations functions of the JDF's Civilian arm, in furtherance of its Vision and Mission and the Government of Jamaica's Human Resource Management Policies and Guidelines.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plans and Budget;
- Prepares and submits Performance and other Reports relating to the achievement of targets for the JDF, as required, and ensures timely submission of all documents/information requested from the Section;
- Maintains quality customer service principles, standards and measurements for the Section;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the HR Section at meetings, conferences and other fora, as needed.

Technical/Professional:

- Manages the design, implementation and monitoring of Human Resource Management business processes and service level agreements to support the achievement of the JDF's strategies, policy priorities and programmes;
- Manages the human resource planning and talent management mechanisms of the JDF (civilian) by identifying current workforce supply, determining the future of the workforce, balancing between labour supply and demand, in line with the JDF's goals;
- Manages the recruitment and selection processes of civilian staff within the JDF in keeping with human resource plans and strategies;
- Designs, reviews/modifies tools and instruments geared at supporting the recruitment and selection processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;
- Reviews and presents Submissions to the Director, HRM&A, for hearing at the Human Resource Working Group Meeting on matters relating to permanent, acting appointments, transfers, secondments and related matters;
- Co-ordinates and manages the employee relations and benefits administration processes for staff within the JDF, to include leave management (Vacation, Study, Special, Maternity, etc.), Loans, Duty Concessions, Refunds, etc.;
- Manages HRM informatics and compile statistical reports concerning people management data such as new recruits, acting assignments, transfers, and related matters;
- Analyses statistical data and reports to identify and determine root cause of Human Resource problems and develop recommendations for improvement of the various HR policies and practices;
- Participates in the formulation and execution of HR policies, plans and procedures regarding recruitment;
- Develops and maintains records management systems geared at safeguarding staff files/information and generating accurate staff listing for the JDF at any given time;
- Reviews employees Performance Management and Appraisal System (PMAS) instrument for permanent appointment and submits to the OD/PMAS Unit for action;
- Provides advice for the design of human resource forms; and the service level agreements and standards regarding the provision of job letters and related items;
- Provides and contributes to training sessions on Human Resource policies and procedures;
- Prepares and reviews reports/submissions in relation to grievance and disciplinary issues for submission to the appropriate Committee;
- Assists with the co-ordination and conducts the JDF's onboarding and orientation programmes by developing schedules, co-ordinating logistics and any other related duties to foster positive attitude toward the JDF's organizational objectives;
- Provides current and prospective employees with information about GOJ HR policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits;
- Assists with developing and maintaining the Succession Planning Programmes for the JDF;
- Collaborates with the Director, HRM&A, in addressing Industrial/Labour Relations challenges to ensure the maintenance of a harmonious working environment;
- Keeps abreast of trends and changes in HRM methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary, to improve the service quality and productivity of the Section and Organization.

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;

- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource policies and procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Entity to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs all other related duties and functions, as may be required from time to time.

Required Knowledge, Skills and Competencies

- Strategic vision
- Analytical thinking
- Good oral and written communication skills
- Job knowledge
- Teamwork and cooperation
- Customer and quality focus
- Good interpersonal skills
- Good leadership skills
- Good planning and organizing skills
- Compliance
- Good knowledge of the principles of Public Sector Management
- Sound knowledge of Human Resource Management principles and practices
- Good knowledge of the Public Service Regulations
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Good knowledge of and experience in GOJ operations and Public Sector matters
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organization
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions
- Ability to confidently build strong business relationships

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related Social Sciences;
- Four (4) years' experience in a Human Resource Management environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally, to attend conferences, seminars and meetings;
- Office located some distance from the main entrance;
- May be subjected to search based on JDF's rule.

3. Director, Human Resource Development (GMG/SEG 2)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the Director, Human Resource Development, is primarily responsible for the management of

wide-ranging people development and training programmes that prepares employees to meet the needs of the JDF, by way of fostering a culture of learning and productivity.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plans and Budget;
- Prepares and submits Performance and other Reports relating to the achievement of targets for the JDF, as required, and ensures timely submission of all documents/information requested from the Section;
- Maintains quality customer service principles, standards and measurements for the Section;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF Human Resource Management and Administration (Civilians) at meetings, conferences and other fora, as needed.

Technical/Professional:

- Manages the design, implementation and monitoring of Human Resource Development business processes and service level agreements to support the achievement of the JDF's strategy, policy priorities and programmes;
- Manages training programmes ensuring relevance to the JDF's goals and objectives and/or the employees' career development;
- Designs the development of training and other human resource manuals;
- Maintains database of training providers and resource personnel and procures their services in accordance with established procedures;
- Implements and monitors mechanisms to foster career guidance, counselling and people development initiatives;
- Assesses the general training needs of all categories of workers and develops strategies to fulfil these needs;
- Manages the arrangements for local and overseas training programmes/courses;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities and keeps employees informed of available training;
- Maintains an employee development programme, which provides opportunities for maximizing the potential of employees and for identifying career development, in collaboration with managers;
- Manages the designs of training programmes and materials for in-house courses, in collaboration with Heads of Divisions/Sections/Units;
- Undertakes specific aspects of in-house training for selected categories of employees and co-ordinates the implementation of training by other officers to ensure that objectives are met;
- Manages the design, implementation and maintenance of onboarding and orientation interventions to ensure transfer of organizational ethos and culture;
- Designs, implements, monitors and evaluates evidence-based approaches to manage internal metrics and statistics relating to HRD business processes;
- Prepares the annual financial needs for training and makes the necessary submissions for inclusion in the Budget;
- Prepares and submits activity/performance and other reports, as directed;
- Provides guidance to staff in the JDF through coaching, mentoring and training, as needed;
- Collaborates with other managers and Director in HRM&A Section in developing and maintaining the Succession Planning Programmes for the JDF;
- Collaborates with the Director, HRM&A, in addressing Industrial/Labour Relations challenges to ensure the maintenance of a harmonious working environment;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development.
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Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Co-ordinates the development of Individual Work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource policies and procedures;

- Identifies skills/competencies gaps and contributes to the development and succession planning for the JDF to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Required Knowledge, Skills and Competencies

- Strategic vision
- Analytical thinking
- Excellent oral and written communication skills
- Job Knowledge
- Teamwork and cooperation
- Customer and quality focus
- Change management
- Good leadership skills
- Good planning and organizing skills
- Compliance
- Sound knowledge of Human Resource Management principles and practices
- Sound knowledge of HRD policies and procedures
- Sound knowledge of developing People Development and Training Budgets
- Sound knowledge of designing and implementing Training and People Development Programmes
- Good knowledge of Career Planning and Coaching mechanisms
- Knowledge of conducting Training Needs Assessments for aid organizational success
- Knowledge of Onboarding and Orientation mechanisms
- Good knowledge of the Public Service Regulations
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Good knowledge of and experience in GOJ operations and Public Sector matters
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organization
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions
- Ability to confidently build strong business relationships

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, Education and Training, or related Social Sciences;
- Four (4) years' experience in a Human Resource Management/Development or Training environment.

Special Condition Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings;
- Office located some distance from the main entrance;
- May be subjected to search, based on JDF's rule.

4. Senior Human Resource Management Officer (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Human Resource Management, the Senior Human Resource Management Officer is responsible for assessing and co-ordinating the workforce requirements and planning for assigned Divisions of the JDF. These include recruitment, selection, benefits administration, and related transactional services concerning the HRM function.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF, as required, and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Administers the Human Resource policies and procedures in keeping with the Staff Orders and the Public Service Regulations;
- Assesses assigned divisions/branches/sections/units workforce requirement in order to meet the needs of the JDF's objectives;
- Conducts research on related Human Resource issues as directed to inform HR Planning and analysis;
- Co-ordinates recruitment and selection of staff for assigned divisions and classification levels in the JDF;
- Reviews/Prepares notices and advertisements for vacant positions for dispatch to the Offices of the Services Commission, the relevant media houses and the JDF's Intranet/Internet;
- Co-ordinates and monitors the appointment, promotion and related process of staff in assigned divisions/branch/sections/units of the JDF;
- Advises the Payroll Section regarding staff appointments, promotions, assignments, transfers separations;
- Advises staff on issues, including performance appraisal, promotion, disciplinary procedures, punctuality, pensions and benefits;
- Prepares documentation for submission to the Disciplinary Committee for employees who are in constant breach of HR policies and procedures;
- Updates and maintains the JDF's Staff Lists on a continuous basis;
- Processes request for seniority allowance resulting from achieving the required time period and satisfactory Performance Management and Evaluation System score;
- Conducts research on matters relating to leave/benefits administration;
- Reviews and monitors the processing and approval of all leave applications, including Vacation, Departmental, Study, Special, Casual, No-Pay, Sick and Maternity for employees;
- Validates calculations regarding employee leave records – Sick, Departmental, Vacation, Study, Special, Maternity and Day Release;
- Performs audits of personnel files to ensure that all required employee documentation are collected and maintained;
- Provides reports on leave/other benefits statistics and updates for each Division of the JDF on a periodic basis to guide the Human Resource Planning process;
- Updates, maintains and reports on the service records of employees in the JDF and its key stakeholders to assist with the pension/retirement processes;
- Prepares and maintains a list of employees between the ages of 50 – 64 years old to aid in the strategic human resource and retirement planning;
- Processes employees' PMAS instruments for permanent appointment;
- Implements and maintains Employee Assistance Programmes and related HR strategies to support the psycho-social needs of the employees;
- Maintains the JDF's Human Resource Management Systems including the E-Census and the Public Employee Pension Administration System (PEPAS);

- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and organization.

Human Resource:

- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme;
- Performs all other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Analytical thinking
- Good oral and written communication skills
- Job knowledge
- Teamwork and cooperation
- Ability to use initiative
- Customer and quality focus
- Good interpersonal skills
- Good planning and organizing skills
- Compliance
- Use of Technology
- Knowledge of Human Resource Management principles and practices
- Knowledge of HRM policies and procedures
- Knowledge of Onboarding and Orientation mechanisms
- Knowledge of the Public Service Regulations
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- A strong sense of trust and high levels of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills, with ability to consult and provide advice to all levels of the organisation
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related Social Sciences;
- Three (3) years' experience in a Human Resource Management/Development environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings;
- Office located some distance from the main entrance;
- May be subjected to search, based on JDF's rule.

5. Human Resource Development Officer (GMG/SEG 1)

Job Purpose

Under direction of the Director, Human Resource Development, the Human Resource Development Officer is responsible for supporting/assisting with a range of people development

and training programmes that prepare employees to meet the needs of the JDF by way of fostering a culture of learning and productivity.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents or information requested from the Section;
- Maintains quality customer service principles, standards and measurements for the Section;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora, as needed, in relation to civilianized functions.

Technical/Professional:

- Assists with the design, implementation and monitoring of Human Resource Development business processes to support the achievement of the JDF's strategic and policy priorities;
- Assists with the designs and develops training and other human resource manuals;
- Co-ordinates and assists with career guidance, counselling and people development initiatives;
- Assesses the general training needs of all categories of workers and develops strategies to fulfil these needs;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities and keeps employees informed of available training;
- Assists with the design of training programmes and materials for in-house courses, in collaboration with Heads of Divisions/Sections/Units;
- Participates in the design, implementation and maintenance of onboarding and orientation interventions to ensure transfer of organizational ethos and culture;
- Maintains evidence-based approaches to manage internal metrics and statistics relating to HRD business processes;
- Maintains a training and people development database;
- Assists with liaising with members of staff to identify training needs;
- Co-ordinates onboarding and orientation programmes for new recruits;
- Assists with coordinating and conducting training programmes;
- Provides advice to Heads of Departments/Division, on training matters;
- Prepares Human Resource Executive Committee submissions regarding Day Release/Study Leave applications;
- Co-ordinates with the Human Resource Management Officer in preparing and submitting salary and leave particulars, in respect to officers on study leave, to the relevant Ministries and Departments (OSC & SHRMD);
- Prepares letters to staff regarding all Human Resource Development matters and interventions;
- Prepares and submits activity/performance and other reports, as requested;
- Checks and submits applications for training to relevant institutions;
- Obtains guidance/advice/clarification from the Office of the Services Commissions and SHRMD, regarding training for staff;
- Advises officers regarding the outcome of nominations for all courses;
- Circulates local/overseas training programmes to staff;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Section and Organization.

Human Resource:

- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding Programme;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Analytical thinking
- Job knowledge
- Goal/Result oriented
- Customer and quality focus
- Good planning skills
- Compliance
- Use of Technology

Technical:

- Knowledge of Human Resource Management principles and practices
- Knowledge of HRD policies and procedures
- Knowledge of developing People Development and Training Budgets
- Knowledge of designing and implementing Training and People Development Programmes
- Knowledge of Career Planning and Coaching mechanisms
- Knowledge of conducting Training Needs Assessments for aid organizational success
- Knowledge of Onboarding and Orientation mechanisms
- Knowledge of the Public Service Regulations
- Good knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills, with ability to consult and provide advice to all levels of the Organization
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills, with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, Education and Training, or related Social Sciences;
- Two (2) years' experience in a Human Resource Management/Development or Training environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings;
- Office located some distance from the Main Entrance;
- May be subjected to search based on JDF's rule.

6. Senior HR Officer, Occupation Health and Wellness/Welfare (GMG/SEG 1)

Job Purpose

Under direction of the Director, Human Resource Management and Administration, the Senior HR Officer, Occupational Health and Wellness/Welfare manages the development of the strategies that foster a safe and healthy workplace. Additionally, the post holder also manages worker health and wellbeing, innovation and practical application of legislation, to continuously improve high safety performance and standards.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF Human Resource Management and Administration (Civilian) at meetings, conferences and other fora, as needed.

Technical/Professional:

- Creates business planning across the HRM Team, including development and implementation of Occupational Health and Welfare/Wellbeing Plan and business plans actions, consistent with Divisional direction;
- Develops, reviews, updates and executes Occupational Health and Welfare/Wellbeing operational protocols, goals and business plans that ensure continued legislative and regulatory compliance, Employee Assistance Programme, *inter alia*;
- Supports the development, review and continuous improvement of the Occupational Health and Welfare systems, and practices to ensure standards would comply with framework and legislative requirements and frameworks;
- Strengthens the effective implementation of the Health and Welfare management system and champion for running a high safety culture Occupational throughout JDF;
- Manages and conducts systems audits, implement corrective actions, provide support and advice to continuously improve Occupational Health and Welfare performance;
- Establishes the development and implementation of the Occupational Health and Welfare/ Wellbeing function to meet organizational requirements;
- Assists, coaches, influences and supports Managers and Supervisors to make informed decisions which improve Occupational Health and Welfare/Wellbeing performance;
- Establishes the development of systems to monitor, track and report workplace injuries, near misses, and safety performance;
- Manages incident investigation procedures and ensure the identification of root causes and suitable corrective actions;
- Manages compliance processes with relevant statutory regulations including the requirements of the Factories Act, Occupational Health and Safety Act 2017, Employee Assistance Programme, National Workplace on HIV/AIDS and related frameworks;
- Develops and drives critical risk controls, assessments, plans, policies and procedures to continuously improve safety performance of the JDF's civilian cadre;
- Participates with the Work, Health and Safety and Wellbeing Team, to drive safety performance across Council;
- Researches/Identifies and recommends health, safety and environment training and development activities and promotions;
- Manages data and analytics to measure the effectiveness of Occupational Health and Welfare/Wellbeing tools and policies, and understand the landscape for further improvement;
- Provides timely and systematic advice and reporting to the Manager, HRM and related stakeholders on all aspects of operation of the Occupational Health and Welfare/Wellbeing systems including: Performance indicators; Management of Incidents and Issues arising;
- Cultivates and maintains industry links by means of journals, workshops, seminars and conferences as agreed with senior management;
- Develops and maintains co-operative, appropriate and effective working relationships and networks with internal and external stakeholders;
- Participates in continuous improvement of systems, procedures, organizational culture and cross organizational communication and activities;
- Remains aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;

- Co-ordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Entity to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Change management
- Job knowledge
- Ability to use initiative
- Customer and quality focus
- Good planning skills
- Compliance
- Use of technology

Technical

- Good knowledge of the principles of Public Sector Management
- Sound knowledge of Human Resource Management principles and practices
- Good knowledge of the Public Service Regulations
- Good knowledge of legislations (Occupational Health & Safety), regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Good knowledge of and experience in GOJ operations and Public Sector matters
- A strong sense of trust and a high level of confidentiality and integrity
- Strong interpersonal, communication and relationship building skills, with ability to consult and provide advice to all levels of the Organization
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organizational and time management skills, with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances
- Ability to identify issues and propose solutions
- Ability to confidently interact with staff at all levels and build strong business relationships

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related Social Sciences;
- Training in Occupational Health and Safety would be an asset;
- Three (3) years' experience in a Human Resource Management environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings;
- Office located some distance from the Main Entrance;
- May be subjected to search based on JDF's rule.

7. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the general direction and leadership of the Director, Human Resource Management, the Administrative Assistant works closely with the various Human Resource (HR) Teams, by providing a wide range of HR administrative services and support. The HR Administrator supports in routine HR processes, conducts minor research and analysis, prepares various routine and specialized administrative documents and correspondence and co-ordinates, oversees and maintains day-to-day office operations.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plans and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF, as required, and ensures timely submission of all documents/information requested from the Section;
- Maintains quality customer service principles, standards and measurements for the Section;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.

Technical/Professional:

- Provides diverse range of confidential support and is responsible for the overall efficient management of the HRM & A Section and Director's Office;
- Provides supports to and liaises with key stakeholders on HRM&A matters as required;
- Conducts routine/factual research and data analysis as directed;
- Compiles, analyses and summarizes data from various sources, including circulars, regulations, policy documents and related HRM materials;
- Summarizes data and generate reports, letters and other documents for a variety of audiences, including Senior Executives, Unions, MDAs and other related Departments;
- Manages the maintenance, security, reproduction, logging, tracking and storage of all HRM&A files, records and databases;
- Identifies and recommends best practices, procedures and guidelines for the efficient operation of the HRM&A Section;
- Organizes and maintains calendars for the Section;
- Prepares schedules and coordinates all activities related to hosting committee meetings, such as attendees, agendas and decisions;
- Arranges for Section team travel including making hotel accommodations and land and air transportation bookings;
- Co-ordinates and organizes meetings and conferences including meeting venue bookings, catering requirements, sets up the room with audio-visual equipment and flip charts and tends to other requirements as required;
- Co-ordinates and completes significant special projects independently or in cooperation with other groups as directed by the Director or designate;
- Receives, screens and prioritizes communications/correspondence to the Director and other key staff;
- Responds to letters and general correspondence, as appropriate;
- Co-ordinates the day-to-day management of supplies, equipment, and maintenance for the office;
- Verifies and records staff compliance with the JDF's administrative and financial policies and procedures, including travel expense claims and staff attendance reports;
- Assists with the development of workshop and training session materials;
- Assists with the monitoring and tracking of the HRM & A Section's budget;
- Participates in the revision, development and dissemination of registry policies, procedures and regulations
- Enhances professional development by keeping abreast of current and emerging trends in technologies, techniques, issues and approaches.

Human Resource:

- Maintains harmonious relationships with colleagues.
- Performs all other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Analytical thinking
- Good oral and written communication skills
- Job Knowledge
- Teamwork/Goal/Result oriented
- Customer and quality focus
- Good interpersonal skills
- Good planning and organizing skills
- Compliance
- Use of technology

Technical:

- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Ability to work independently and make sound and reasoned decisions
- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Advanced IT skills in relation to Word, PowerPoint and Excel

Minimum Required Qualification and Experience

- Associate Degree in Office Administration, Human Resource Management, Business Administration, Management Studies or related discipline;
- Three (3) years related experience in a fast-paced Executive/HR Office environment.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel to meetings and other sessions intra island;
- Office located some distance from the Main Entrance;
- May be subjected to search based on JDF's rule.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 27th January, 2026, to:**

**Director, Human Resource Management and Administration
 Human Resource Management and Administration (Civilian Section)
 Jamaica Defence Force
 Up Park Camp
 Kingston 5**

Email: joboppsjdfciv@mns.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.



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