



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 9 **OSC Ref. C.4858⁵⁴**

13th January, 2026

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/be assigned to the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Technical Co-ordinator (GMG/SEG 2) - Mines and Geology Division (Hope Gardens, Kingston) – (Vacant)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Director, Industrial Relations (GMG/SEG 1) – Resource Management and Development Division (Hope Gardens, Kingston) – (Vacant)**, salary range \$3,501,526 – \$4,709,163 per annum.

1. Technical Coordinator (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Commissioner of Mines, the Technical Co-ordinator is responsible for providing technical support for the effective functioning of the Office of the Commissioner of Mines.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Division's Strategic and Operational Plans and Budget;
- Represents the Division/Ministry at fora, as directed;
- Prepares reports and briefs for the Commissioner/Deputy Commissioner of Mines;
- Assists with the preparation of status reports and periodic operational reports;
- Participates in Divisional Staff Meetings and ensures that follow-up action is taken on matters to be addressed by the Commissioner of Mines;
- Participates in the strategic planning and preparation of the Operational Plan for the Division;
- Prepares and submits an annual Work Plan;
- Ensures that the Office of the Commissioner is manned in the absence of the Executive Secretary;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Technical/Professional:

- Researches, outlines, writes, and edits content, working closely with various Departments to understand project requirements;
- Gathers information from subject-matter experts and develops, organizes and writes procedure manuals, technical specifications and process documentation;
- Works with development and support leads to identify documentation repositories; revises and edits and determines best solutions for data compilation and centralized storage;
- Researches, creates and maintains information templates that adhere to organizational principles and allow for easy data migration;
- Monitors Projects/Programmes (i.e. Return-to-work Projects);
- Develops content in alternative media forms for maximum useability, with consistent voice across all documentation;
- Co-ordinates responses to internal and external stakeholders, in a timely manner;
- Prepares and submits technical documents and reports, as requested;
- Reviews letters, memoranda and responses to routine correspondence from instructions received;

- Liaises between the Commissioner of Mines and other members of staff; transmits instructions, follows up and keeps the Commissioner of Mines abreast of progress;
- Arranges/Attends meetings as required by the Commissioner of Mines;
- Liaises with Human Resource and Administration to make arrangement for local and overseas travel;
- Prepares and plans work schedule for Directorate, and ensures follow-up process are completed;
- Undertakes special research projects and prepares reports on results to the Commissioner of Mines;
- Participates in organizing conferences and other fora, to discuss and promote Mining and Geology within the Minerals/Mining Sector;
- Participates in the planning and executing of seminars, workshops, conferences, etc.;
- Assists with the planning and co-ordinating of meetings to address mining/geology/environmental concerns;
- Manages the general email address; reviews and forwards emails to the appropriate officer;
- Compiles information for use by the Commissioner of Mines, in the preparation of technical reports, speeches, etc.;
- Ensures the information being issued is accurate;
- Ensures that correspondence referred to the Commissioner of Mines for signature/approval are grammatically correct, factual and appropriately prepared;
- Prepares and compiles overall reports from Directors within Directorate;
- Liaises with Accounts regarding requests for budgetary requirements;
- Plans, organizes and implements all logistical work related visit of technical experts, workshops and other relevant meetings which fall under the purview of the Commissioner of Mines;
- Assists in the preparation of standard reports;
- Identifies and resolves minor problems and situations that affect the efficient flow of work in the Unit;
- Consults with Agencies and other business interests on Mining/Geological related activities;
- Prepares itinerary for Consultants and members of Technical Teams on official visits to the Ministry/Mines and Geology Division;
- Performs any other duties assigned by the Commissioner of Mines or the Deputy Commissioner of Mines.

Required Knowledge, Skills and Competencies

Core:

- Customer and quality focus
- Compliance
- Excellent oral and written communication skills
- Teamwork and cooperation
- Excellent problem-solving and decision-making skills
- Analytical thinking
- Ability to use initiative
- Integrity and ethics
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Ability to manage external relationships
- Impact and influence
- Goal/Results oriented

Technical:

- Good knowledge of research techniques, methodologies and data analysis
- Knowledge of legislation governing the Mineral/Mining Sector, Exploration/Mining Licenses and Permits processes/procedures
- Sound knowledge of the operations of Government, Public Sector Laws, Regulations and Guidelines
- Good knowledge of Government of Jamaica/Public Sector Legislation and Legislation associated with Mining/Mineral's Sector
- Thorough understanding of Government processes for Policy Development and implementation
- Proven skills in Strategic and Operational Planning and Management
- Knowledge and skills in Records and Information Management

- Ability to create, compose and edit written materials
- Use of Technology (specialized tools used on the job)
- Research and evaluation
- Presentation and reporting
- Information/Records Administration
- Change management
- Emotional intelligence

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration or related discipline from an accredited tertiary institution;
- Certification in Technical Writing from an accredited institution;
- Three (3) years' related experience in Administrative Management and with technical writing in Central Government or Private Sector;
- Training in Administrative Management and Policy Development would be an asset.

Specific Conditions associated with the job

- Required to travel in the execution of official duties;
- May be required to work outside of normal work hours;
- Must possess a reliable motor vehicle and be the holder of a valid Driver's Licence.

2. Director, Industrial Relations (GMG/SEG 1)

Job Purpose

Under the direction of the Senior Director, Human Resource Management and Development, the Director, Industrial Relations, is responsible for managing the Industrial Relations functions, by:

- Developing policies and policy guidelines and ensuring that they are adhered to;
- Undertaking research and keeping abreast of trends and development in the field;
- Ensuring that the development of strategies and programmes are designed to maintain good labour;
- Maintaining harmonious relations among management, staff and Trade Unions/Staff Association;
- Providing leadership by participating as a member of the negotiating team dealing with collective bargaining and other Industrial Relations matters; and
- Acting as the Ministry's Chief Advisor on Industrial Relations matters.

Key Responsibilities

Management/Administrative:

- Exercises responsibility for the development of Policy and Policy Guidelines;
- Represents the Ministry at meetings, seminars and conferences, on Industrial Relations and related matters;
- Writes a variety of reports, papers and briefs and submits to the Permanent Secretary or presents at meetings, seminars and workshops;
- Participates in meeting with the Ministry of Finance and the Public Service's Industrial Relations Unit, Statutory Bodies and Agencies in Union negotiations, on behalf of staff members;
- Provides leadership to and participates as a member of the negotiating team dealing with collective bargaining and other Industrial Relations matters;
- Acts as the Ministry's Chief Advisor on Industrial Relations matters;
- Provides counselling to members of staff on Human Resource and Industrial Relations issues;
- Provides technical advice/guidance on Industrial Relation matters to Directors, Managers, Heads of Division/Department, Agencies and Statutory Bodies;
- Reviews and makes recommendations to the Permanent Secretary, through Senior Director, HRM&D, on Claim Submissions and all matters relating to discipline of employees;

- Ensures the design, development and management of strategies and programmes to maintain harmonious labour relations between management, staff and Trade Unions/Staff Associations;
- Represents the Ministry at Boards of Enquiry and meetings of Wages, Salaries and Fringe Benefits;
- Collaborates in the review and justification of alternative Industrial Relations strategies to be adopted, often at short notice; participates in establishing norms and developing accurate indicators for measuring effectiveness;
- Monitors and manages the Ministry's Aftercare programme.

Technical/Professional:

- Co-ordinates disciplinary proceedings and sees to the implementation of recommendations and findings;
- Investigates causes of disputes and circumstances relating to work stoppages and other forms of labour unrest and devise, recommend and implement appropriate corrective action;
- Undertakes background work and research on Industrial Relations issues and when approved, sees to their adherence;
- Communicates all relevant information acquired to the Ministry, in order to influence planning and decision making;
- Interprets information for the benefit of line managers and offers consultations to the Ministry's officials, the public and employees, as requested;
- Co-ordinates and monitors Staff Welfare Programmes;
- Conducts interviews with employees who are involved in disputes and those with grievances;
- Investigates complaints regarding salary, working conditions, etc.;
- Interprets Government's policy on Industrial Relations, discipline, leave, pensions and post reclassification;
- Prepares and issues warning letters;
- Ensures acceptance and implementation of the Staff Orders and Government Regulations which are designed to facilitate mutual responsibility and respect;
- Liaises with the Ministry of Finance and the Public Service, on matters relating to salary, allowances, negotiations and Government Industrial Relations Policies;
- Ensures that members of staff of the Ministry and relevant Agencies/Bodies are aware of and adhere to the policies, procedures and regulations of Government and the Ministry;
- Provides guidance to members of staff through counseling or refers them to Cabinet Office's Employee Assistance Programme;
- Provides leadership to staff through maintaining staff morale;
- Prepares reports and Minutes for submissions to the Office of the Services Commissions, Ministry of Finance and the Public Service and Disciplinary Committee Members;
- Participates as a member of the Disciplinary Committee and prepares submission on all cases for the procedures to Office of the Services Commissions;
- Costs all Claims and prepares Budget for Claims submitted by relevant Bodies and submits to Ministry of Finance and the Public Service;
- Prepares Budget for termination and abolition of post exercise, for submission to Ministry of Finance and the Public Service;
- Negotiates salaries and fringe benefits for employees of the Ministry and relevant Bodies affiliated with the Ministry;
- Monitors and submits report on the performance of officers against whom disciplinary action was instituted;
- Investigates and makes recommendations on matters relating to disputes, grievances, legal and medical matters;
- Verifies, computes and submits Claims for Uniform and Tailoring Allowances for the relevant officers;
- Liaises with Human Resource Managers and Heads of Department/Agencies/Statutory Agencies, to obtain information and clarifications and to provide advice and recommendations;
- Functions as a Team Member in developments in Industrial/Labour Relations field by:
 - ✓ maintaining a network with other organizations through Industrial Relations/Human Resource Specialists and Line Managers;
 - ✓ Attending the relevant seminars.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/unit and recommends transfer, promotions, termination and leave in accordance with the established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Attends meeting at the Ministry of Labour and Social Security, for the grant of Work Permit approvals;
- Performs other related duties as instructed by the Senior Director, Human Resource Management and Development.

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

- Excellent oral and written communication skills
- Methodical
- Teamwork and cooperation
- Good interpersonal skills
- Good customer and quality focus skills
- Managing the client interface
- Excellent leadership skills
- Good analytical and decision-making, planning and organizing skills

Technical:

- Excellent knowledge of the Grievance Process
- Excellent knowledge of Industrial Relations Policies
- Excellent knowledge of the Jamaican Labour Laws
- Excellent negotiating skills
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration, Public Administration or Human Resource Management;
- Successful completion of recognized training in Industrial Relations;
- Three (3) years' working experience in the field of Industrial Relations.

Specific Conditions Associated with the Job

- Exposure to highly confidential and sensitive information;
- Expected to demonstrate high level of integrity and professionalism;
- Critical deadlines to be met;
- Islandwide travelling;
- Exposure to aggressive behaviour.

Applications accompanied by Résumés should be submitted **no later than Monday, 26th January, 2026, to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

E-mail: jobopportunities@moa.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 stroke extending to the right.

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