



Office of the Services Commissions

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CIRCULAR No. 53 **OSC Ref. C.6632**

16th March, 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 the following **vacant** posts in the **Ministry of Water, Environment and Climate Change**:

1. **Director, Human Resource Management (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Director, Human Resource Development (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

Under the leadership and direction of the Director, Human Resource Management and Development, the Director, Human Resource Management, is primarily responsible for strategically partnering with key business process holders in the Ministry of Water, Environment and Climate Change (MWECC) and its Subjects in directing the Human Resource planning mechanisms, people retention and employee relations functions in furtherance of its Vision and Mission and the Government of Jamaica's Human Resource Management policies and guidelines.

Key Responsibilities

Technical/Professional:

- Directs the design, implementation and monitoring of Human Resource Management business processes and service level agreements to support the achievement of the MWECC's strategies, policy priorities and programmes;
- Directs the Human Resource planning and talent management mechanisms of the MWECC, by identifying current workforce supply, determining the future of the workforce, balancing between labour supply and demand, in line with the Ministry's goals;
- Directs the recruitment and selection processes of staff within the MWECC, in keeping with Human Resource plans and strategies;
- Directs the designing, reviewing/modification of 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 Senior Director, HRM&D, for hearing at the Human Resource Executive/Management Committees (HRMC & HREC), on matters relating permanent and acting appointments, transfers, secondments and discipline, etc.;
- Directs the management of employee relations, benefits administration and wellbeing processes for staff within the MWECC, to include leave management (vacation, study, special, maternity, employee assistance, etc.), loans, duty concessions, refunds, etc.;
- Guides the management of HRM informatics and compiles statistical reports concerning people management data, such as new recruits, acting assignments, transfers and related matters;
- Analyzes statistical data and reports to identify and determine root cause of Human Resource problems, and develops 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 MWECC at any given time;
- Provides advice for the design of Human Resource forms, contracts, 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 of, and conducts the MWECC's Onboarding and Orientation Programmes by developing schedules, co-ordinating logistics and any other related duties, to foster positive attitude toward the Organization's 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 MWECC;
- Collaborates with the Director, HRM&D, 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 Branch and Organization.

Management/Administrative:

- Manages the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Principal Director, Corporate Services, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Convenes and attends internal committee meetings to address Human Resource Management matters and other executes directives, as necessary;
- Represents Senior Director, Human Resource Management and Development at meetings, conferences, workshops and seminars.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- 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 and 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 Unit, 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, implements appropriate strategies;
- Ensures the well-being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Performs all other duties and functions required from time to time.

Required Knowledge, Skills and Competencies

- Understanding of the Staff Orders and the Public Service Regulations
- Understanding of Human Resource Management practices in Government
- Good knowledge of HRM&D/People Principles and Techniques, including Recruitment, Manpower Planning Benefits Administration
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.
- Good knowledge of the Ministry's Code of Conduct and HR policies
- Ability to work on own initiative
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent interpersonal skills
- Excellent problem solving and decision-making skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource Development/Management, Public Sector Management, Public/Business Administration, or related discipline;
- Six (6) years' experience in Human Resource Management and Development in the Public Service, in an organization of similar size and complexity, three (3) years of which should be in a senior management capacity.

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

Job Purpose

Under the leadership and direction of the Director, Human Resource Management and Development, the Director, Human Resource Development, is primarily responsible for strategically managing wide ranging people development and training programmes that prepares employees to meet the needs of the MWECC by way of fostering a culture of learning and productivity.

Key Responsibilities

Technical/Professional:

- Directs the design, implementation and monitoring of Human Resource Development business processes and service level agreements, to support the achievement of the MWECC's strategies, policy priorities and programmes;
- Manages training programmes, ensuring relevance to the MWECC's goals and objectives and/or the employees' career development;
- Designs the development of training and other Human Resource Manuals;
- Directs the maintenance of a database containing training providers and resource personnel and procures their services, in accordance with established procedures;
- Directs the implementation and monitoring of mechanisms to foster career guidance, counselling and people development initiatives;
- Leads assessments of the MWECC's general training needs for all categories of workers and develops strategies to fulfil these needs;
- Directs 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;
- Leads the maintenance of an employee development programme, which provides opportunities for maximizing the potential of employees and for identifying career development, in collaboration with Managers/Directors;
- Directs the designs of training programmes and materials for in-house courses, in collaboration with Heads of Division/Branch/Unit;
- Prepares and reviews submissions for the training and development interventions of employees to the Human Resource Management Committee (HRMC) or Human Resource Executive Committee (HREC) for consideration;
- 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;
- Directs the design, implementation and maintenance of Onboarding and Orientation interventions, to ensure transfer of organisational 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 MWECC through coaching, mentoring and training as needed;
- Assists with other Directors and Director in HRM&D Branch in developing and maintaining the Succession Planning Programmes for the MWECC;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development, to ensure adherence to international standards and competitiveness.

Management/Administrative:

- Manages the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Represents the Director, Human Resource Management and Development, at meetings, conferences, workshops and seminars.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Unit, and implements appropriate strategies, as well as facilitates the timely and accurate completion of the annual performance appraisals and other periodic reviews;
- 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 Branch, to ensure adequate staff capacity;
- Ensures the wellbeing of staff supervised;
- Effects disciplinary measures, in keeping with established guidelines/practices;
- Maintains customer service principles, standards and measurements;
- Performs all other duties and functions required from time to time.

Required Knowledge, Skills and Competencies

- Good knowledge of the Public Service Regulations, Staff Orders and other relevant Government regulations
- Good knowledge of Andragogy/Adult Learning strategies and practices
- Good knowledge of HRM&D/People Principles and Techniques
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Records and Information Management Policies, Access to Information, SHRMD Policies, etc.
- Good knowledge of programme monitoring and evaluation frameworks
- Ability to work on own initiative
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent interpersonal skills
- Excellent problem solving and decision-making skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Human Resource Development/Management, Public Sector Management, Public/Business Administration, Adult Education or a related discipline;
- Five (5) years' experience in a Human Resource Development environment the middle management level, in an organization of similar size and complexity;
- Training Certification/Teaching Diploma.

Kindly submit cover letter and resume, along with the names, telephone numbers and email addresses of two (2) references (one must be a former/current supervisor), **no later than Friday, 27th March, 2026, to:**

**Director, Human Resource Management and Development
Ministry of Water, Environment and Climate Change
16A Half Way Tree Road
Kingston 5**

Email: jobopportunities@mwecc.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)**