



Office of the Services Commissions

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CIRCULAR No. 81 **OSC Ref. C. 4858⁵¹**

24th April, 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 vacant post of **Senior Human Resource Development Officer (GMG/SEG 1)** in the **Human Resource Development Unit, (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining (MoAF)**, salary: \$3,501,526 per annum.

Job Purpose

Under the general supervision of the Director, Human Resource Development (GMG/SEG 3), the Senior Human Resource Development Officer (GMG/SEG 1) organizes, co-ordinates and administers the training functions, delivers training and prepares reports on all training activities.

Key Responsibilities

Management/Administrative

- Participates in the development of the Budget/Corporate Plan for the Unit;
- Revises Unit/ Operational and Individual Work Plans;
- Disseminates training information to all members of staff;
- Circulates information on Fellowships and Scholarships/other Learning & Development interventions;
- Processes applications for training courses/Fellowships and Scholarships/other Learning & Development interventions;
- Prepares submissions for the Office of the Services Commissions and the HREMC & HRDC Committees for officers to participate in courses locally and internationally;
- Prepares budgets and requests funds for training courses;
- Plans and coordinates refreshment for training courses;
- Disseminate information on the use of the Training Centres to Clients;
- Contacts institutions and organizations which deliver training.

Technical/Professional

- Conducts training needs surveys and prepares reports;
- Conducts training impact evaluations and prepares reports;
- Designs and plans the Learning and Development Programme;
- Participates in the development of the training programme;
- Plans, organizes and delivers training courses;
- Analyses and submits evaluation reports;
- Prepares monthly reports;
- Provides career counseling to members of staff;
- Manages the Learning and Development Programme data and database;
- Develops and disseminates procedures for the learning and development programme;
- Co-ordinates Study Leave and Day Release process for staff;
- Plans and coordinates the Corporate Wellness Programme in the Ministry;
- Supervises and evaluates the staff's performance;
- Assists in the development of the training evaluation tools.

Human Resource Management

- 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 attaining 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 the welfare and developmental needs of direct reports 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;
- Performs any other related duties.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral communication skills
- Excellent written communication skills
- Excellent customer service skills
- Very Good Analytical skills
- Very Good problem solving skills
- Teamwork and cooperation
- Very Good leadership skills
- Managing external relations
- Excellent human relations skills
- Good people management skills

Technical:

- Sound knowledge of current trends in training and career development techniques
- Sound knowledge of curriculum and programme development
- Proficiency in the relevant computer applications
- Excellent andragogical skills
- Basic knowledge of accounting procedures
- Very good strategic planning and organizing skills
- Excellent presentation skills

Minimum Required Qualification and Experience

- First Degree in Arts, Social Sciences or related discipline
- Three (3) years experience at the supervisory level
- Diploma in Teaching or Certificate in Train the Trainer Course

Applications accompanied by résumés should be submitted **no later than Thursday, 7th May, 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.



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