



Office of the Services Commissions

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CIRCULAR No. 124 **OSC Ref. C.5850¹⁷**

16th June, 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 **National Environment and Planning Agency (NEPA)**.

1. **Manager, Employee Relations, Occupational Health and Safety (Level 8)**, salary: \$5,198,035 per annum.
2. **Human Resource Development Officer (Level 7)**, salary: \$4,266,270 per annum.

1. **Manager, Employee Relations, Occupational Health and Safety (Level 8)**

Job Purpose

Under the leadership and direction of the Senior Director, Human Resource Management & Development, the Manager, Employee Relations, Occupational Health and Safety is primarily responsible for managing the development of the strategies that foster a safe, healthy and harmonious workplace. Additionally, the post holder also manages the processing of benefits in accordance with SHRMD guidelines and circulars.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises the preparation of reports to Director, Senior Executives and other relevant stakeholders;
- Represents HRM&D Director at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Employee Relations & Wellbeing presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional:

- Develops strategies, plans and programmes to maintain and improve service delivery for NEPA's employee benefits administration initiatives in accordance with the SHRMD guidelines;
- Manages a wide range of benefits administration functions by reviewing processes and systems concerning:
 - Leave calculations and management
 - Compensation management
 - Pension administration for GoJ, NRCA and Executive Agencies
 - Health and group life insurance schemes management
 - Employee Assistance Programme
 - Staff loan management
 - Other general benefits administration, such as, but not limited to: Motor Vehicle Concession processing for applicable staff and other negotiated benefits;
- Implements and monitors systems to ensure that the dissemination of advice/assistance to employees on NEPA's compensation and benefits administration processes in accordance with SHRMD policy and established best practice;
- Conducts research on best practices in benefit administration in other jurisdictions and prepare reports to inform negotiation, policy changes or otherwise;
- Develops, reviews, updates and executes Occupational Health and Safety and Wellbeing operational protocols, goals and business plans that ensure continued legislative and regulatory compliance;
- Establishes and maintains an Occupational Health, Safety and Wellbeing Committee to assess all Occupational Safety, Health, Injury Management and wellbeing concerns;

- Supports the development, review and continuous improvement of the Occupational Health and Wellbeing systems, and practices to ensure standards would comply with legislative requirements and frameworks;
- Strengthens the effective implementation of the Occupational Health and Wellbeing management system and champion for running a high safety culture throughout NEPA;
- Manages and conducts systems audits, implement corrective actions, provide support and advice to continuously improve Occupational Health and Wellbeing performance;
- Establishes the development and implementation of the Occupational Health and Wellbeing function to meet organisational requirements;
- Collaboratively assist, coach, influence and support Managers and Supervisors to make informed decisions which improve Occupational Health and 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, National Workplace on HIV/Aids and related frameworks;
- Coordinates and manages complex disciplinary and grievance matters and makes submissions to the Disciplinary Committee and the Human Resource Executive Committee;
- Manages the development, implementation and monitoring of NEPA's Industrial Relations (IR) strategy and plans, with a focus on developing a positive IR climate;
- Manages the development, implementation and administration of a wide range of Industrial Relations processes including: collective bargaining, collective agreement, union and management relations;
- Manages the implementation and maintenance protocols and systems relating to grievance procedures in the Public Service;
- Collaboration with the Manager, HRM to disseminate grievance procedures information and host grievance training sessions for management and staff;
- Provides advice to the Senior Director – HRM & D, CEO and HREC on key Industrial Relations strategies and issues through the preparation of opinions and briefs;
- Provides advice and direction to general staff in NEPA, regarding the interpretation, application and administration of GOJ IR processes, legislation and guidelines;
- Designs and implements an Industrial/Employee Relations frameworks that aligns with GOJ/SHRMD policies and guidelines;
- Facilitates a productive Industrial Relations environment by identifying and understanding the interests of the GOJ, NEPA, Unions, employees and other key stakeholders in IR issues;
- Develops and administers education and training of general staff, managers and executives on employee and industrial relations issues;
- Monitors and evaluates the outcomes of employee and industrial relations education and training;
- Manages data and analytics to measure the effectiveness of Benefits Administration, Occupational Health and Wellbeing tools and policies, and understand the landscape for further improvement;
- Collaborate with various stakeholders in the MoFPS and MLSS to design and develop strategies to disseminate current operations and changes to public sector worker benefits;
- Liaises with Health Scheme, Group Life Insurance Service Providers and related stakeholders to ascertain data/information to inform planning and negotiations;
- Develops strategies to liaise and engage with stakeholders such as unions, staff associations on matters pertaining to the portfolio responsibilities;
- Provides guidance to staff in NEPA through coaching, mentoring and training as needed;
- Collaborates with other Managers and Senior Director in HRM&D Division in developing and maintaining the Succession Planning and Career Pathing Programmes for NEPA;
- Develops mechanisms to manage reform and change, by implementing change management processes, that clarify purpose and the benefits of continuous improvements;
- Remains aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure NEPA achieves best practice and strategic objectives.

Human Resource:

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing human resource professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies;
- Coordinates 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 succession initiatives, transfer, and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division 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.
- The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Knowledge of the principles of public sector management;
- Sound knowledge of Human Resource Management principles and practices, including GOJ Benefits Administration and the Industrial Relations processes;
- Working knowledge of the Public Service Regulations;
- Good knowledge of legislations (Occupational Health & Safety), regulations policies and procedures administered by the SHRMD;
- Ability to work independently and make sound and reasoned decisions;
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Records & Information Management Policies, Access to Information, SHRMD Policies, etc.;
- Functional knowledge of industrial and employee relations
- Good knowledge of programme/project monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
 - Training in supervisory management
 - Five (5) years' experience in a Human Resource Management environment in a large organisation, with at least three (3) years in a supervisory management capacity.
- OR**
- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
 - Five (5) years' experience in a Human Resource Management environment in a large organisation, with at least three (3) years in a supervisory management capacity.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- 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.
- Will be required to travel locally and overseas to attend conferences, seminars, site visits and meetings.

2. Human Resource Development Officer (Level 7)

Job Purpose

Under the direction of the Manager – Human Resource Development & Performance Management, the Human Resource Development Officer will strategically coordinates the development and delivery of a range of learning and development activities in relation to building individual and organisational capability, aligned with specific outcomes, divisional business objectives and Agency wide strategies.

Key Responsibilities

Management/Administrative

- Participates in the development of the Branch's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares reports to Manager/Senior Director, Senior Executives and other relevant stakeholders;
- Represents Manager at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Learning & Development presentations as needed;
- Supports and maintains customer service principles, standards and measurements.

Technical/Professional

- Coordinates the development, review and maintenance of NEPA's learning and capacity development programmes and plan to ensure they align with organisational goals and objectives;
- Develops and maintains a comprehensively costed organisational-wide learning and development plan to address identified skill gaps and training needs;
- Establishes and maintains a detailed knowledge of all NEPA's strategies and the role that learning and development plays as a component and supporting part of the overall strategy for addressing skills gaps;
- Partners with key internal stakeholders to understand people impacts to guide the design of localised learning and development interventions and activities to achieve desired business outcome;
- Provides expert advice and recommendations on all learning and development activities to support the delivery of NEPA's desired business outcomes;
- Prepares, presents accurate and relevant strategic plans, position papers, reports including analysis and recommendations on organisational learning, training and development activities and initiatives to support informed decision making;
- Validates learning and development needs analysis and plans provided by direct reports and ensure adequate of genuine input and participation by all relevant stakeholders (i.e. employees, managers, directors etc.);
- Conducts learning and development needs assessments and utilises outputs thereof to develop and coordinate new training programmes and innovative training solutions training in line with the Agency's objectives;
- Coordinates career guidance, counselling and people development initiatives;
- Coordinates the development of learning and development content and materials and ensure content and materials are developed efficiently and enable maximum impact on skills gaps and training needs;
- Develops and maintains strong working relationships with internal and external stakeholders to develop and implement a cohesive, integrated and comprehensive offering of learning programmes the Agency to drive desired outcomes;
- Develops and coordinates training and capacity development schedules for all work stream of NEPA's function in alignment with organisational goals and objectives;

- Processes Study Leave applications and manages both Study Leave and bonding systems in keeping with the Training Policy;
- Prepares Human Resource Executive Committee (HREC) submissions regarding Day Release/Study Leave applications;
- Monitors employees on study leave and requests progress reports and assists in the processing of income tax refund at the end of study leave with pay;
- Processes documents and seeks approval for release of foreign exchange and approval for duty travel and overseas training, and development interventions;
- Monitors and evaluates the effectiveness of NEPA's learning and development infrastructure and continuously seek out opportunities for more efficient and effective learning and development support;
- Establishes and maintains a mechanism to systematically evaluate the effectiveness of training delivery and establishes corrective actions and continuous improvement;
- Maintains evidence-based approaches to manage internal metrics and statistics relating to learning and development business processes;
- Obtains guidance/advice/clarification from the Office of the Services Commissions and SHRMD regarding training for staff;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities and keeps employees informed of available training;
- Collaborates with key internal stakeholders and maintains a detailed understanding of NEPA's existing workforce composition and skills, and future workforce requirements;
- Participates in the development of knowledge management systems to ensure the retention of key organisational knowledge assets;
- Implements succession planning programmes to ensure continuity of skills and competencies in the Agency and personal development and career advancement of employees;
- Provides regular skills gap and training needs reporting for the Senior Director – HRM&D and other senior executives;
- Participates in the design, implementation and maintenance of onboarding, induction and orientation interventions to ensure transfer of organisational ethos and culture;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

- Knowledge of Andragogy/Adult Learning strategies and practices
- Knowledge of HRM&D/People Principles and Techniques
- Functional knowledge of the ADDIE learning management system
- Knowledge of Performance Management principles and practices/approaches
- Knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Records & Information Management Policies, Access to Information, SHRMD Policies, etc.
- Knowledge of programme monitoring and evaluation frameworks
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Demonstrated interpersonal and negotiation skills
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Development/Management, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' related experience in a Human Resource Development/Learning Analysis environment in a large organization.

OR

- NVQJ Level 5 in Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' related experience in a Human Resource Development/Learning Analysis environment in a large organization.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- 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.
- Will be required to travel locally and overseas to attend conferences, seminars, site visits and meetings.

Applications accompanied by résumés should be submitted **no later than Monday, 29th June, 2026, to:**

**Director, Human Resource Management and Development
National Environment and Planning Agency
11 Caledonia Avenue
Kingston 5**

Email: HRM@nepa.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)**