



**Ministry of Industry, Investment & Commerce  
Factories Corporation of Jamaica**

Applications are invited from suitably qualified persons to fill the post of Human Resource & Administration Manager

**Summary of Job**

The incumbent under the direction of the Managing Director is responsible for directing the process of staff recruitment and placement, overseeing industrial relations in respect of conditions of service and manage the company's training and staff performance programmes; with a view to achieving organizational efficiency and effectiveness in accordance with the vision and mission of the FCJ and the Government's human resource management policy and guidelines.

**Qualifications and Experience:**

- First Degree in Social Sciences or Human Resource Management or equivalent qualification.
- At least three years experience in a senior level.

**Key Competencies/Skills:**

- Current knowledge of developments in human resource and industrial relation practices and standards
- Appreciation of office ergonomics
- Good negotiating skills, especially in sensitive, emotional or hostile situations
- Excellent interpersonal skills
- Good knowledge of management principles and techniques
- Ability to communicate effectively in written and verbal format
- Good supervisory and motivational skills
- Good knowledge of computer applications

**Duties of Responsibilities:**

- Recruitment, Selection & Termination
- Pay and Employee Benefits
- Industrial Relations
- Participate actively in the overall development of the company's strategies, policies and well being as follows:
  - ⊕ Contribute to the process of development, implementation and execution of corporate plans, budgets, strategies and policies to ensure their ongoing relevance and effectiveness.
  - ⊕ Advise on and prepare periodic reports in respect of portfolio responsibility for submission to the Managing Director, the Board and its sub-committees.

**SUBMISSION OF APPLICATIONS**

Applications should be submitted by: February 19, 2010

The Permanent Secretary  
Ministry of Industry, Investment & Commerce  
4 St. Lucia Avenue  
Kingston 5

**Please note that only short-listed applicants will be contacted.**