



MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE CAREER OPPORTUNITY

The Ministry of Industry, Investment and Commerce is inviting suitably qualified persons to fill the following post:

1. **Director, Human Resource Management & Development (GMG/SEG 4) – vacant**

Salary scale: \$3,032,763 – 3,605,002pa

JOB PURPOSE

Under the general direction of the Senior Director, Corporate Services (GMG/SEG 5), the Director, HRM&D provides technical and supervisory direction to the staff of the Human Resource Management and Development Branch and serves as one of the key advisor to the Permanent Secretary and Senior Directors on Human Resource Management and Development (HRM&D) issues.

The incumbent is required to plan, organize, develop and administer uniform human resource management and development policies, procedures and programmes, as well as provide support and technical advice and decision making in the areas of Human Resource Management, Organizational Development, Industrial Relations, Human Resource Development, Records Management and the relevant government regulations.

STRATEGIC OBJECTIVES

- To manage/administer the implementation of the human resource policies in keeping with staff orders approved regulation/guidelines
- To support the manpower requirements of the Ministry of Industry, Investment & Commerce
- To direct the recruitment and retention of high calibre of staff that matches the requirements of the organization
- To monitor the operations of staff benefits programmes
- To ensure that the personnel record management systems and databases are updated and maintained
- To lead and manage the Human Resource Management functions in the achievement of objectives
- To implement and monitor the operation of the Performance Management Appraisal System.
- To promote/enhance a harmonious industrial relations climate
- To manage the training programmes of the Ministry

KEY OUTPUTS

- Human Resource policy/strategies consistent with best practices implemented.
- Recommendations submitted to the Office of the Services Commissions and the Ministry of Finance and the Public Service.
- Staff recruited and retained.
- Manpower planning/strategies developed and implemented.
- Human resource strategic, operational and unit plan prepared and implemented
- Human resource budget prepared
- Policies developed and/or revised
- Human resource reports prepared
- Accurate technical guidance given to staff
- Human Resource Database Systems updated and maintained.
- Personnel Records Management System maintained and managed
- Performance Management Appraisal System (PMAS) implemented and managed

- Industrial relations best practices and procedures implemented and maintained.
- Disciplinary action taken as necessary.
- Disciplinary Committee established and implemented
- HR matrices provided.

KEY RESPONSIBILITIES

Management/Administrative Responsibilities

- Participates in the Ministry's strategic planning process and develops the HRM&D input of the strategic plan;
- Coordinates the development of operational plans and budget for the Unit and monitor the implementation of the plan and budget to ensure that the Unit's work is carried out according to plan and within budget and that the agreed targets are met
- Develops, constantly reviews and revises relevant policies, internal work systems and procedures to assure consistent quality human resource and administrative services;
- Ensures that policies and procedures are appropriately documented and disseminated to staff
- Provides professional advice/guidance to the Permanent Secretary, Senior Directors, Managers and Employees in the interpretation and appreciation of HRM&D policies and procedures;
- Provides technical expertise to HR related issues
- Represents the Ministry at meetings, conferences and HRM&D related forums
- Chairs or serves as a member of various management committees to facilitate collective decision-making on critical management issues and or provide technical advice

Technical/Professional Responsibilities

1. Manages/administers the implementation of the human resource policies in keeping with staff orders and approved regulations/guideline by the competent authorities.

- Interprets and implements Government's HR policies.
- Ensures that new or revised policies are implemented by the Staff and fully understood.
- Undertakes planning with sections head to determined targets and goals for the activities of the Branch.
- Maintains networks links with HR practitioners to keep abreast of new developments and best practices.
- Identifies area where human resource improvements are needed and develops proposal to rectify same.
- Evaluates and approves for implementation, policy proposals submitted by staff at any level that will improve the efficiency and effectiveness of the organization.

2. Supports the Manpower requirements of the Ministry of Industry, Investment & Commerce.

- Recommends and interprets the Ministry's recruitment and termination policies.
- Matches current employees with the approved establishment and arranges to fill existing vacancies.
- Evaluates the effectiveness of present manpower in the Ministry and develops method effectively utilizing available human resource.
- Co-ordinates the human resource requirements of the Ministry's programmes including budgeting and planning.
- Co-ordinates the implementation of Succession Planning for all divisions with the Ministry.
- Plans/co-ordinates the interviewing processes.
- Sits on interviewing panel.
- Arranges for placement of new recruits and ensures that transfers are effected.
- Provides and administered appropriate selections tools.
- Negotiates terms of contract in keeping with the Ministry of Industry, Investment & Commerce.
- Seeks approval for contract in respect of staff recruited on a contractual basis.
- Ensures that payment of gratuity and terminal grants are in keeping with terms of contract.

3. Directs the recruitment and retention of high calibre staff, that matches the requirements of the organization

- Chairs the interview panel for recruits of Senior Management Placements.
 - Recommends and guides the development of the Ministry's recruitment and termination policies.
 - Ensures that fair and impartial disciplinary actions are taken and that policies and procedures are followed.
 - Monitors the HR functions to ascertain the effects on the operations of the Division and make recommendations for improvements.
- 4. Monitors the operation of staff welfare programmes.**
- Advises individual member of staff of all benefits for which he/she is eligible in keeping with condition of service of policy enforce from time to time.
 - Advises heads of sections on matters affecting staff welfare.
 - Compiles list of persons whose careers have been inactive for more than five (5) years in accordance with agreed guidelines for the Ministry's Career Counselling Programme.
 - Collaborate with (Public Sector Employees Assistance Programmes) (PSEAP) Cabinet Office and conducts sessions with employee's individuality.
 - Implements HR intervention strategies (Eg. Counselling, training and/or staff relations).
 - Ensures that arrangements for medical examination of permanently appointed staff members are made.
 - Promotes and facilitate staff recreational activities.
- 5. Monitors the operation of staff development programme**
- Participates in the identification of training needs and the planning and implementation of training initiatives for the development of the Ministry's employees.
 - Ensures the provision of training reports and the conduct of training needs surveys to guide policy decision-making.
 - Determines in accordance with set guidelines which applications for study leave and overseas training conference are to be recommended for approval.
- 6. Ensures that the personnel record management systems and databases are updated and maintained.**
- Develops efficient and effective personnel records system in collaboration with Director, Human Resource Management & Development and Records Officer.
 - Keeps all rules and regulations which affect staff current and posted for their information.
- 7. Leads and manages the Human Resource Management Unit in achieving its objectives.**
- Provides information/statistics on human resource to the Director, Corporate Affairs and Administration and the Permanent Secretary.
 - Makes submission to the Ministry of Finance and the Public Service.
 - Conducts periodic reviews of supervisees in accordance with work plans.
 - Conducts final assessments of supervisees based on performance assessment criteria and prepare performance reports.
 - Signs Performance Management Report.
 - Develops and manage the performance of the section and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training.
 - Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively.
- 8. Implements the Performance Management Appraisal System (PMAS)**
- Provides guidance to Ministry's staff in the preparation of their work plans.
 - Ensures that all divisions complete and return their work plan in a timely manner.
 - Reviews work plans and performance reports for the staff of the Ministry and ensure that performance indicators are measurable.
 - Implements the recognition/reward system.
 - Provides feedback to divisional heads and recommends areas for improvements as necessary.
 - Conducts follow-up measures resulting from reviews and feedback sessions.
 - Receives employee's complaints and offer guidance and counselling.

9. Promotes/enhances harmonious industrial relations climate.

- Oversees the industrial relations programmes; participates in meetings, conferences with representatives of Trade Unions and staff associations to negotiate contract agreements; monitors the administration of collective bargaining agreements; investigates and resolves grievances or arrange mediation/arbitration.
- Maintains good relations with unionized and the non-unionized staff.
- Intervenes in negotiations in cases where there is deadlock.
- Initiate and develops strategic and tactical plans/programmes which will promote a healthy and proactive industrial relations climate.
- Ensures that industrial relations decisions are implemented in a timely manner.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend 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, promotion, termination and leave in accordance with established human resource policies and procedures.
- Develops and implements a succession planning programme for the Ministry/Division to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Ensures 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.

Other Responsibilities

- Performs any other related duties assigned.

PERFORMANCE STANDARDS

- Human resource policies and strategies are developed and implemented in accordance with GOJ HR policies.
- Corporate, Operational Plan and Budget are in keeping with Ministry's strategic direction and prepared in accordance with established format and time-frame.
- Timeliness of Human Resource interventions to promote career developments.
- Human Resource reports are accurate, comprehensive and submitted within agreed time frames.
- The extent to which the welfare of staff is identified and addressed;
- Percentage of quality staff recruited and retained.
- Timeliness and effectiveness of manpower strategies.
- The extent to which work stoppage due to industrial dispute is minimized.
- The extent to which confidentiality and integrity are exercised.
- Timeliness of equitable and appropriate disciplinary action taken.
- Plans, budgets reports, policies and procedures are developed/revised within agreed time frames and in accordance with established requirements/standards
- Operational plans are in keeping with the Ministry's strategic direction
- Human resource reports are accurate, comprehensive and submitted within agreed time frames
- Sensitive, emotional or hostile situations are resolved or brought under control
- Human resource issues are resolved in collaboration with line managers (team work)
- Adequate systems to monitor operations of Unit are implemented
- Staff needs are identified and addressed
- Staff is competent, productive, customer friendly.
- Confidentiality and integrity are displayed at all times

REQUIRED COMPETENCIES

Core	Level	Technical	Level
1. Oral and Written communication skills;		1. Excellent knowledge of Government's Human Resource policies, regulation and procedures	
2. Leadership skills		2. Sound knowledge of Staff Orders and Public Service regulations, policies and procedures	
3. Time Management Skills		3. Excellent knowledge of the principles and practices of human resources administration; including recruitment and selection, classification and compensation, job analysis, benefits administration, labour relations and training	
4. Integrity		4. Knowledge of Programme Budgeting and Financial Management	
		5. Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action	
5. Teamwork & Cooperation		6. General knowledge of the operations of Government rules, regulations and procedures	
6. Customer Service & Interpersonal Skills		7. Knowledge of long-range planning concepts and principles	
7. Planning and Organization skills		8. Good knowledge of Labour Laws and Industrial Relations practices	
8. Problem Solving and Decision-Making skills		9. Proficiency in the use of relevant computer applications	
		10. Methodical	
9. People Management Skills		11. Change Management Skills	
10. Ability to impact and influence		12. Project Management Skills	
		13. Conflict Management skills	
		14. Analytical Skills	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Any combination equivalent to a Bachelor's Degree in Business or Public Administration, Human Resource Management, Psychology, Industrial Relations, Political Science or a related field;
- Five (5) years progressively responsible experience administering the Human Resource functions of an organization; **and**
- Master's level work in any of the above fields and public sector experience are desirable

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Traveling to various locations to perform work-related functions and/or attend meetings.

AUTHORITY

- Recommends human resource policies and procedures
- Authorizes expenditure from Division's Budget
- Authorizes travelling schedules and claims for payment
- Approves leave for direct reports
- Determines human resource actions to be taken
- Recommends Human resource intervention strategies to promote career development.
- Recommends disciplinary action for infraction by staff matters.
- Signs Performance Management Report.

Applications accompanied by resume should be submitted no later than **July 30, 2021**.

- Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
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Kingston 6.
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Please note that we thank all for responding, but only short-listed applicants will be contacted.