



## Office of the Services Commissions

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### **CIRCULAR No. 143** **OSC Ref. C. 6555<sup>18</sup>**

10<sup>th</sup> April, 2025

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Director, Human Resource Management and Administration (GMG/SEG 2) – (Not Vacant)** in the **Office of the Supervisor of Insolvency**, salary range \$4,266,270 - \$5,737,658 per annum.

#### **Job Purpose**

Under the supervision of the Supervisor of Insolvency, the incumbent will take leadership in all aspects of strategic direction and policy relating to the provision of Human Resource Services, Property and Office Services, Procurement and Corporate Planning Services by, developing and implementing policies and procedures that support the Office's strategic objectives.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Reviews and revises the organization's Human Resource, ICT, Records Management, Procurement policies and procedures, in accordance with government standards; confers with Heads of Offices;
- Participates in the Organization's Strategic Planning process, prepares and monitors the Unit's Operational Plan and Budget, ensuring the work of the Department is carried out according to plan and agreed targets achieved;
- Represents the Organization at meetings, conferences and other functions, as directed;
- Provides guidance/advice to the Heads of Department and Unit Heads on Human Resource Management and Administration issues.

##### ***Technical/Professional:***

- Provides leadership and direction in the delivery of portfolio responsibilities;
- Provides professional advice and interpretation of policies related to portfolio (HR, Procurement, ICT, Office Services);
- Develops and implements policies and programmes that are responsive to the needs of the offices, in compliance with regulations/established practices;
- Disseminates information to staff regarding changes in policies, procedures and other matters to ensure compliance;
- Co-ordinates the development and implementation of Human Resource strategies to support retention, welfare, training, development and performance management of employees;
- Oversees the development of an effective recruitment and selection programme, aimed at the acquisition and retention of competent and productive staff;
- Develops and manages the performance of direct reports by motivating, setting performance target, monitoring performance and providing feedback;
- Ensuring that the appropriate Human Resource capacity is in place, through implementation of the required training intervention, to enable the Office to achieve its Mission and Stated Objectives;
- Develops and implements benefit and staff welfare programmes;
- Conducts disciplinary procedures;
- Ensures that the Procurement Committee conforms to the approved policies and procedures, and advises the Head of Departments accordingly;
- Oversees the procurement of and ensures the functionality of the office equipment, machinery, furniture;
- Oversees the development and administration of a policy/programme that caters to the Occupational, Health, Safety and well-being of all staff;
- Assists with the compilation and reviewing of requests for proposals in relation to procurement requirements;
- Leads the Corporate Planning process in the HRM&A Unit;

- Attends meetings and conferences on behalf of the Heads of Office;
- Manages the Unit's Budget, ensuring alignment with the Operational and Procurement Plans;
- Liaises with the Unit Heads and supervisors to identify manpower needs. Prepares Manpower and Recruitment Plan to accompany Budget Estimates;
- Prepares Unit and Individual Work Plan, in alignment with the Operational Plan, ensuring that they reflect measureable performance indicators;
- Provides feedbacks to Divisional Heads and recommends areas for improvements;
- Reviews and evaluates submitted Performance Evaluation Reports for accuracy and consistency;
- Leads in the effective implementation and administration of PMAS for improved organizational and individual performance;
- Monitors and maintains the PMAS within the Office to ensure equity and fairness;
- Ensures that the Human Resource Management Information System (HRMIS) is established and operating efficiently;
- Promotes the entrenchment of Strategic HRM; establishing and implementing a transformation plan that will institutionalize the HR function as a strategic business partner; and establishing HRM practices aligned to achieve the Office's objectives;
- Assesses the capability gap and current effectiveness of the HR function within the Office, reviewing and assessing the structure, processes and manpower needs and making recommendations for adjustments;
- Manages the performance of direct reports; ensures the development of Work Plans, monitors performance, prepares quarterly performance reviews, completes Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attains established personal and organizational goals;
- Formulates and leads Succession Planning and co-ordinating talent spotting and leadership development;
- Prepares reports for new recruits, transfers and acting assignments for dissemination to staff;
- Prepares and maintains all personnel records, database and reports;
- Creates report and submits to the Ministry of Finance and the Public Service;
- Maintains the Organizational Chart of the Offices by continuous updating as necessary;
- Developing specific recommendations/solutions to problems identified, including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and organizational structure, span of control, channel of co-ordination and communication, existing legislation, manpower utilization, forms and office layout;
- Develops and edits Job Descriptions;
- Prepares charts of existing and proposed organizational structures, discussing findings and recommendations with Divisional Heads/Senior Managers to arrive at consensus;
- Develops and reviews the implementation of programmes designed to promote a healthy Industrial Relations Environment;
- Oversees the administration of the Discipline and Grievance process, ensuring consistency and fairness;
- Ensures that the Office's ICT needs are met with support and guidance from the Ministry;
- Facilitates the development of a robust and resilient ICT infrastructure, through proper planning, forecasting and adherence to specified standards;
- Collaborates with the Ministry's ICT Division to ensure that the network system has antivirus protection and data is secure;
- Monitors and guides the Public Relations activities of the Office;
- Reviews and ensures that materials prepared for publishing are accurate and adequate;
- Ensures that events and media coverage are done in accordance with the Office's Operational Plan.

***Human Resources:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation and support, as needed;
- Leads the recruitment and selection of staff for the Offices;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Office and Ministry;
- Ensures the Department has ergonomically sufficient resources to enable the staff to perform their assigned duties in an efficient and effective manner in line with Organization's objective;

- Performs any other related duties that may be assigned from time to time by the Supervisor of Insolvency.

### **Required Knowledge, Skills and Competencies**

- Expert knowledge of GOJ Human Resource Management practice and procedures
- Understanding the Staff Orders and Public Service Regulations
- Understanding of GOJ Procurement Guidelines
- Appreciation of the FAA Act and attendant Regulations
- Sound Corporate Management skills
- Broad appreciation of the machinery of the Government service
- Excellent critical thinking, analytical and problem-solving skills
- Excellent oral and written communication skills
- Sound personal and professional confidentiality and integrity
- Good time management skills, planning and organizing skills
- Good knowledge of risk management principles, practical knowledge of applied use of information technology and productivity software
- Dispute resolution skills
- Adequate multitasking skills
- Ability to work under high levels of stress

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Human Resource Management, Business Administration or equivalent;
- Certificate in Supervisory Management;
- Four (4) years' experience at a senior management level.

Applications accompanied by Résumés should be submitted **no later than Friday, 25<sup>th</sup> April, 2025 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)

Please note that only short-listed 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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**