



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Office of the Supervisor of Insolvency is inviting suitably qualified persons to fill the position below.

Director Human Resource Management and Administration (GMG/SEG 2 -Not Vacant)

Salary: \$4,266,270 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 Offices' strategic objectives.

KEY OUTPUTS

1. Staff appointments, rotation, transfers, promotion, resignation, and retirement processed/implemented
2. PMAS implemented
3. Unit and Individual Work Plan monitored
4. Recruitment and succession plan developed
5. Disciplinary issues/conflicts and grievances resolved
6. Human Resource, Industrial Relations and Grievance policies developed
7. Training programmed implemented
8. HRM & A budgets prepared
9. Personnel Records and HR Database maintained

10. Efficient and productive staff
11. Procurement Policies developed
12. Records Management and ICT user manual implemented
13. Operational plan developed
14. Human Resource reports produced

KEY RESPONSIBILITY AREAS

MANAGEMENT/ADMINISTRATIVE REPOSIBILITIES

- Reviews and revises the organization's Human Resource, ICT, Records Management, Procurement policies and procedures in accordance with government standards, confer with Heads of Offices
- Participate in the organization's strategic planning process = prepares and monitors the Units 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
- Provide guidance/advice to the Heads of Department and Unit Heads on Human Resource Management and Administration issues

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Provides leadership and direction towards 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
- Overseeing 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 provides feedback
- Ensuring that the appropriate human resource capacity is in place, through implementation of the required training intervention, to enable the Offices to achieve its mission and stated objectives
- Develops and implements benefit and staff welfare programs
- 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
- Overseeing 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 HRM & A Unit
- Attends meeting and conference on behalf of the Head of Offices
- Manages the Unit's budget ensuring alignment with the Unit's Operational and Procurement Plans
- Liaises with the Unit Heads and supervisors to identify manpower needs. Prepare Manpower and recruitment plan to accompany Budget Estimates
- Prepares Unit and Individual Work Plan based in alignment with the Operational Plan, ensure that they reflect measureable performance indicators
- Provides feedbacks to divisional heads and recommending areas for improvements
- Reviews and evaluates submitted Performance Evaluation reports for accuracy and consistency
- Leading in the effective implementation and administration of PMAS for improved organizational and individual performance
- Monitors and maintains the PMAS within the Offices to ensure equity and fairness

- Ensuring 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 Offices objectives
- Assessing the capability gap and current effectiveness of the HR function within the Offices, 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 attaining established personal and organizational goals
- Formulating and leading succession planning and coordinating talent spotting and leadership development
- Prepares reports of new recruits, transfers and acting assignments for dissemination to staff
- Prepares and maintain all personnel records, database and reports
- Create report and submit to Ministry of Finance and Planning
- Maintaining 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
- Developing and editing job descriptions
- Preparing charts of existing and proposed organizational structures discussing findings and recommendations with divisional heads/senior managers to arrive at consensus
- Developing and reviewing the implementation of programmes designed to promote a healthy industrial relations environment
- Overseeing the administration of the discipline and grievance process ensuring consistency and fairness
- With support and guidance from the Ministry ensure that the Offices ICT needs are meet

- Facilitates the development of a robust and resilient ICT infrastructure through proper planning, forecasting and adherence to specified standards
- In collaboration with the Ministry's ICT Division ensure the network system has antivirus protection, data is secure
- Monitor and guide the Public relations activities of the Offices
- Review and ensure that materials prepared for publishing are accurate and adequate
- Ensure that events and media coverage are done in accordance with the Offices Operational Plan

HUMAN RESOURCES RESPONSIBILITIES

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes
- Provide leadership to staff through effective objective setting, delegation, and support as needed
- Lead the recruitment and selection of staff for the Offices
- Ensure that staff is aware of and adhere to the policies procedures and regulations of the Offices 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

OTHER RESPONSIBILITIES

- Perform other related functions assigned from time to time by the Supervisor of Insolvency

PERFORMANCE STANDARDS

- Key deliverables are produced within agreed timeframes to required standards
- Confidentiality and integrity is exercised
- A team approach is adopted in resolving issues
- Relevant recommendations submitted

- Timely and effective manpower planning
- Maintain an effective recruitment, selection and retention plan for staff
- Accuracy and timeliness of reports submitted
- Implementation of programmes done within acceptable timeframe
- The timeliness of resolving problems/conflicts and grievances
- Accuracy of personnel records
- Work environment is worker friendly

REQUIRED 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

- A 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

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

**Applications accompanied by resume should be submitted no later than
April 4, 2026
to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.