



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

October 9, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Human Resource Management & Development Branch.

DIRECTOR, HUMAN RESOURCE MANAGEMENT (GMG/SEG 3) –VACANT

Salary: \$5,198,035 per annum

JOB PURPOSE

Under the general direction of the Director, Human Resource Management & Development (GMG/SEG 4), the Director, Human Resource Management (GMG/SEG 3), provides technical direction and advice on the Human Resource Management function and serves as one of the advisors to the staff of the Ministry on Human Resource Management (HRM) issues.

The incumbent is required to plan, organize, develop and administer uniform human resource management policies, procedures and programmes, as well as provide support and technical advice and decision making in the areas of Human Resource Management, 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 support 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 manage the operation of the Performance Management and Appraisal System in terms of benefits, appointment, promotion etc. of staff
- To promote/enhance a harmonious industrial relations climate

KEY OUTPUTS

- Human Resource policy/strategies consistent with best practices implemented.
- Staff recruited and retained.
- Manpower planning/strategies developed and implemented.
- Human resource management operational and unit plan prepared and implemented
- 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
- Industrial relations best practices and procedures implemented and maintained.
- Disciplinary action taken as necessary.

KEY RESPONSIBILITIES

Management/Administrative Responsibilities

- Participates in the Ministry's strategic planning process and develops the HRM 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 MIIC staff in the interpretation and appreciation of HRM policies and procedures;
- Provides technical expertise to HR related issues
- Represents the Ministry at meetings, conferences and HRM 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. To manage/administer 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. To support 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.
 - 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.
 - 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. To direct the recruitment and retention of high calibre staff, that matches the requirements of the organization
 - Chairs the interview panel for recruitment of MIIC staff.
 - 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. To monitor 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 (E.g. 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. To ensure 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.
6. To lead and manage the Human Resource Management Unit in achieving its objectives.
 - Conducts periodic reviews of supervisees in accordance with work plans.
 - Conducts final assessments of supervisees based on performance assessment criteria and prepare performance reports.
 - 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.
7. To manage the operation of the Performance Management Appraisal System (PMAS):
 - Manages the PMAS process as it relates to staff benefits, appointment, promotion etc.
 - Makes recommendations to the Human Resource Management Executive Committee for employment, terminations, promotions, acting appointments, transfers, and retirement of staff.
 - Receives employee's complaints and offer guidance and counselling.
8. To promote/enhance harmonious industrial relations climate.
 - 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.
- In collaboration with the Human Resource Division, develops and implements a succession planning programme for the Division/Unit 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

- The extent to which human resource policies and strategies are developed and implemented with accordance with stated guidelines.
- The extents to which corporate, operations plan and budget are prepared in accordance with establish format and time-frame.
- Timeliness of Human Resource intervention to promote career developments.
- Accuracies of Human Resource reports submitted within established timeframe.
- 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 (work-related) are identified and addressed
- Human resource staff is competent, productive, customer friendly

REQUIRED COMPETENCIES

<u>Core</u>	<u>Level</u>	<u>Technical</u>	<u>Level</u>
1. <u>Oral and Written communication skills;</u>	<u>4</u>	1. <u>Excellent knowledge of Government's Human Resource policies, regulation and procedures</u>	<u>5</u>
2. <u>Leadership skills</u>	<u>4</u>	2. <u>Sound knowledge of Staff Orders and Public Service regulations, policies and procedures</u>	<u>5</u>
3. <u>Time Management Skills</u>	<u>4</u>	3. <u>Excellent knowledge of the principles and practices of human resources administration; including recruitment</u>	<u>4</u>

<u>Core</u>	<u>Level</u>	<u>Technical</u>	<u>Level</u>
		<u>and selection, classification and compensation, benefits administration, labour relations and training</u>	
4. <u>Integrity</u>	<u>4</u>	4. <u>Knowledge of Programme Budgeting and Financial Management</u> 5. <u>Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action</u>	<u>4</u>
5. <u>Teamwork & Cooperation</u>	<u>4</u>	6. <u>General knowledge of the operations of Government rules, regulations and procedures</u>	<u>4</u>
6. <u>Customer Service & Interpersonal Skills</u>	<u>4</u>	7. <u>Knowledge of long range planning concepts and principles</u> 8.	<u>4</u>
7. <u>Planning and Organization skills</u>	<u>4</u>	<u>Good knowledge of Labour Laws and Industrial Relations practices</u>	<u>4</u>
8. <u>Problem Solving and Decision Making skills</u>	<u>4</u>	9. <u>Proficiency in the use of relevant computer applications;</u>	<u>4</u>
		10. <u>Methodical</u>	<u>4</u>
9. <u>People Management Skills</u>	<u>4</u>	11. <u>Change Management Skills</u>	<u>4</u>
10. <u>Ability to impact and influence</u>	<u>4</u>	12. <u>Project Management Skills</u>	<u>4</u>
		13. <u>Conflict Management skills</u>	<u>4</u>
		14. <u>Analytical Skills</u>	<u>4</u>

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- 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
- 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
October 16, 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.