



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Director, Human Resource Management
Job Grade	GMG/SEG 3
Post Number	13384
Unit	Human Resource Management
Division	Corporate Services
Reports To:	Director Human Resource Management and Development
Direct Reports	Senior Human Resource Officer (Staffing), Senior Human Resource Officer (Employee Relations and Welfare), Human Resource Registrar, Human Resource Information Systems Officer, Senior Secretary, Secretary
Indirect Reports	Human Resource Officer (Staffing), Assistant Human Resource Officer (Staffing), Human Resource Officer (Benefits), Assistant Human Resource Officer (Benefits), Records Officers

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

A. JOB PURPOSE STATEMENT (reason for job existing)

To direct, coordinate and monitor the functions and activities of the Human Resource Management (HRM) Section; to ensure enforcement and equitable administration of the HRM policies and selection of the right staff to achieve the mandate of MOJ. To provide clarification and guidance in the application of staff benefits; and to encourage recognition and rewards of staff throughout the Organization in accordance with the policy.

B. KEY OUTPUTS

- Operation Plan with the supporting budget prepared and submitted;
- Manpower recruitment and retention/strategies developed and implemented;
- Staff recruitment/orientation conducted;
- Processing of staff appointment, promotions, rotations, transfers, resignation and retirement monitored;
- Update and maintenance of Human resource information system monitored;
- Designated programmes related to staff benefits/welfare implemented
- Human and financial resources managed.
-

C. KEY RESPONSIBILITY AREAS

Managerial & Administrative Duties

- Provides leadership, support and guidance to staff to ensure that the Section is effectively managed;
- Develops the Operation and Work Plans with the supporting budget for the Section ensuring that all the relevant activities to be under taken and required resources are considered;
- Plans, coordinates and directs all the activities of the functional area;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders ensuring that the Section provides a consistently high level of service;

Technical and Professional Duties

- Manages/administers the implementation and enforcement of the human resource policies and the Department's Code of Conduct;
- Interprets and communicates the Department's HR policies;
- Advises the Chief Human Resource Management & Development Officer on various staff related matters;
- Maintains network links with HR practitioners to keep abreast of new developments and best practices;
- Identifies areas where human resource improvements are needed and develops proposals to rectify same;
- Evaluates and advances policy proposals submitted by staff at any level which will improve efficiency and effectiveness of the Organization;
- Interprets manpower needs by constantly evaluating vacancy listings and liaising with Heads of Divisions /Branches/Sections/ regarding the filling of these vacancies;
- Monitors the preparation of profile of staff to be appointed or promoted for submission to the Human Resource Executive Committee (HREC);

- Ensures that the human resource requirements for all MOJ's programmes are met in keeping with approved budgetary allocation;
- Provides and administers appropriate selection tools/methodologies;
- Plans/co-ordinates the interviewing processes;
- Participates in the selection process by short-listing and sitting on interviewing panel;
- Arranges for placement of new recruits and the conducting of the necessary induction/orientation programmes;
- Ensures that the personnel record management system/database (HRMIS) is correctly updated and maintained and personnel records are also properly managed and maintained;
- Compiles statistical reports on staffing matters eg. attrition rate;
- Conducts exit interviews to determine reasons for termination of service and recommends remedial action if necessary;
- Keeps all rules and regulations which affect staff current and posted for their information;
- Ensures members of staff are kept informed of all benefits for which they are eligible in keeping with conditions of service policy, these include:
 - ✓ All types of leave
 - ✓ Retirements
 - ✓ Increments
 - ✓ Grants
 - ✓ Health Insurance
 - ✓ All types of loans and concessions
 - ✓ Tertiary education refunds and
 - ✓ Widows and orphan fund.
- Advises Heads of Divisions/Branches/ Sections of matters affecting staff welfare;
- Co-ordinates with the Public Sector Employee Assistance Programme (PSEAP) at the Ministry of Finance & Planning and conducts counseling sessions with employees, individually as necessary;
- Ensures that arrangements for medical examination of permanently appointed staff members are made;
- Collaborates with Staff Benefits Branch, Ministry of Finance & Planning;
- Performs other related duties assigned by the Chief Human Resource Management & Development Officer.

Human Resource Management Duties

- Develops and manages the Section's HR plan that addresses staff requirements and succession planning and liaises with the Chief Human Resource Management & Development Officer.
- Participates in the recruitment of staff for the Section and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees in accordance with the Work Plans;
- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the Section and implements corrective measures.

-

D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- The Operation Plan with the supporting budget for the Section is prepared as stipulated and submitted by the required time;
- Manpower recruitment and retention strategies are developed and implemented in keeping with TAJ's vision and mission;
- Staff recruitment/orientation exercises are conducted in keeping with the developed plans and strategies;
- The processing of staff appointment, promotions, rotations, transfers, resignation and retirement is strictly monitored to ensure accuracy and completion;
- The recognition and reward scheme fully adopted in keeping with the guidelines;
- The updating and maintenance of Human resource information system is closely monitored for accuracy and currency;
- Designated programmes related to staff benefits/welfare are equitably implemented in keeping with the plans;
- Accurate and comprehensive HRM reports are produced in the required format and submitted by the due date;
- Human resource policies and procedures administered equitably without discrimination and finances utilized as budgeted and in according with the Financial Administration and Audit (FAA) Act.

E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Planning and Organising	
Integrity		Methodical	
Team Work & Cooperation		Leadership Skills	
Initiative		Negotiating skills	
Compliance			
Time Management			
Interpersonal			
Adaptability			
Customer and Quality Focus			

III. Other Competencies	level
Understanding of the Staff Orders and the Public Service Regulations	
MOJ's Code of Conduct, functions and operations;	
Excellent knowledge of emerging human resource practices	
Excellent knowledge of the Human Resource Information Systems package	
Understanding of Human Resource Management Practices in Government	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

(a) Specific knowledge (however acquired) required to start:

- Comprehensive knowledge Human Resource Management practices and techniques;
- Comprehensive knowledge of the Public Service Regulations and Staff Orders and
- Good knowledge of Labour Laws and Industrial Relations practices;

(b) Qualifications and Experience

- Masters degree in Human Resource Management, Management Studies, Public Administration or the equivalent qualification;
- Five (5) years related work experience with three (3) years at the managerial level.

(c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- No adverse working conditions
- Travel (25%)

H. AUTHORITY

- Recommend policy proposals to improve efficiency and effectiveness in Human Resource Management;
- Recommend HR intervention strategies to promote career development ;
- Recommend disciplinary action within scope of authority;
- Access confidential information within scope of duties.