



POSTAL CORPORATION OF JAMAICA

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position in the Department:

Director, Human Resource Management and Administration (GMG/SEG 2)

Salary Range: \$2,023,418 – \$2,405,208 p.a.

Travelling Allowance: \$894,924 p.a.

JOB PURPOSE

The Director, Human Resource Management and Administration is responsible for the development and implementation of human resource management and administration programmes as well as strategies for the Postal Corporation of Jamaica. The incumbent ensures adequate support services are provided to the Corporation in accordance with established human resource and administration policies and best practices, to meet the strategic and operational objectives of the organization.

KEY RESPONSIBILITIES

Management/Administrative

- Participates in the development of the Corporate and Operational Plan and Budget for the Corporation.
- Monitors the implementation of the Corporation's Work Plan and Human Resource Management Plans.
- Reviews and recommends amendments to human resource management policies and strategies based on the impact of implementation and ensures their alignment with the Corporation's strategic objectives and best practices;
- Implements appropriate communication mechanisms for the dissemination of policy to all relevant stakeholders.
- Monitors the work of the Human Resource Management and Administration (HRM) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared.

- Develops Individual Work Plan.
- Undertakes planning with senior staff and necessary stakeholders to determine targets and goals for the Corporation ensuring the standardisation of accompanying Human Resource Management procedures.
- Keeps abreast of current and emerging Human Resource trends and best practices and utilizes them for continuous improvement of the services provided by the Unit and the overall improvement of human capital development within the Corporation.
- Operates as subject matter expert and provides advice to executive management and line managers on matters relating to areas within span of control.
- Prepares and submits activity/performance and other reports as required.
- Represents the Corporation at meetings/conferences and other fora as required.
- Ensures that the work of the Section is properly documented.
- Ensures that the staff adheres to the general rules and guidelines of the Staff Orders/Disciplinary Policy/Grievances Policy/Office of the Services Commissions Recruitment Policy and any other.

Technical/Professional

Human Resource Management

- Manages the implementation of a Recruitment Strategy including the use of appropriate assessment tools to recruit high performing employees that fit within the Corporation's culture.
- Periodically assesses the composition of the labour market to inform the design of the Recruitment Strategy most suitable for the Corporation.
- Establishes a database of recruitment sources that is capable of providing potential employees at all levels of the organization; evaluates recruitment channels and instruments to determine effectiveness.
- Manages and administers the recruitment, selection and separation processes for the Corporation; trains line managers in the implementation of the processes to ensure effective execution.
- Enforces guidelines and regulations as it relates the administration of Human resource management.
- Manages the interpretation, application and administration of employment contracts.
- Prepares and submits to the Ministry of Finance and the Public Service (MoFP) for approval of contracts for employment and other related documents for the approval of the Ministry.
- Participates in the negotiation of the terms of contract/employment in keeping with Ministry of Finance and Public Service guidelines.
- Ensures the payments of gratuity and terminal grants are in keeping with the terms of contract.
- Ensures the promotion process is transparent and complies with the Staff Orders and Public Bodies Management (PBMA) Act; ensures that an effective communication mechanism exists and is utilized in the advertisement of all opportunities for promotion.

- Promotes policies/practices/procedures/programmes that support attraction and retention of new recruits and staff who possess the ability to accomplish the Corporation's objectives.
- Determines and evaluates the impact of the Corporation's recruitment policies on the retention of staff.
- Periodically reviews and analyses the Corporation's structure and manpower needs and makes recommendations to management for adjustment to the Corporation's structure and manpower where necessary.
- Leads in the administration of the separation programme; designs and administers the use of appropriate tools to facilitate exit interviews; analyses information received from interviews and provides feedback to line managers; also use data to inform operational and strategic HR decisions.
- Promotes the building of institutional knowledge for the Unit/Section by ensuring that established systems and procedures are documented and disseminated.
- Establishes effective working relationship with line managers to learn more about the role and function of the Corporation in order to provide appropriate advice on issues within the span of control; collaborates with line managers in the identification of scarce skills and critical competencies necessary to achieve the Corporation's strategic objectives.
- Ensures the development and implementation of an efficient Human Resource Management Information System within the Corporation.

Employee Benefits and Welfare

- Leads in the development and administration of a policy/programme that caters to the occupational, health, safety and wellbeing of all staff.
- Provides advice to the Chief Executive Officer, and other members of staff on industrial relations, benefits, and gratuity and staff welfare issues; and provides direction in the revision of employee welfare programmes.
- Oversees the administration of health plans, leave, loans, allowances and the timely processing of gratuity benefits.
- Promotes measures which would seek to minimize risk of occupational injury and illness in the workplace; develops and maintains a database of workplace injuries to identify trends and makes recommendations to enhance safety in the workplace; commissions investigations on the causes of work related injuries and work related fatalities.
- Analyses recognition and reward programmes in collaboration with the Senior Directors within the Corporation to ensure their sustained effectiveness; analyses turnover and other motivation related activities to determine their association with reward and recognition; and recommends strategies to address issues identified.
- Follows up on issues from previous meetings and submits recommendations/reports to the relevant committee as necessary.
- Advises individual members of staff of all benefits for which he/she is eligible in keeping with the conditions of service in force from time to time;

Employee Relations

- Initiates, promotes and maintains sound industrial relations policies, procedures and practices for all employees in the Corporation.
- Manages the grievance and disciplinary processes of the Corporation ensuring consistency and fairness; facilitates the effective management of conflict by promoting the balancing of diverse interests and abilities of employees with the needs and goals of the Corporation.
- Provides management advice on industrial relations matters.
- Ensures that industrial relations decisions are implemented in a timely manner.

Procurement Management

- Ensures that the most economic and efficient methods are used in the procurement of goods, services and works for the Corporation.
- Manages the development of the Procurement Plan for the Corporation based on analysis of resource needs and allocations.
- Ensures the implementation of the procurement policies and procedures, which fosters cost savings and value for money.
- Conducts analysis of procurement practices within the Corporation to provide advice on projected timelines and efficiency of procedures;
- Monitors procurement of goods, works and services to ensure that goods, works, and services are delivered in accordance with quality requirements and financial guidelines/regulations.
- Ensures the procurement and maintenance of offices equipment which will facilitate a harmonious and productive environment.

Administration & Asset Management

- Develops and implement an access management system to ensure accountability of all access of the Entity.
- Supports the Corporation in the distribution of incoming and outgoing correspondence and handling general queries.
- Ensures that adequate supplies of stationery, cleaning and other supplies are always available; manages order and reorder levels in order to minimize incidence of extravagance and waste and ensuring that only needed goods are acquired at the time they are requested.
- Ensures that Supplies Management practices are in accordance with GOJ Regulations.
- Arranges for the disposal of unserviceable furniture and equipment in accordance with Government's policy.
- Certifies bills for office supplies, utilities and other services and submits for approval.
- Ensures that safety and health standards are maintained by recommending equipment and safety measures to be pursued in specific locations and generally throughout the organization.
- Ensures that effective administrative support is maintained in all Units so that staff at all levels is able to give optimum performance.

Human Resource Management

- 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 direct reports through effective objective setting, delegation, and communication processes.
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed.
- Ensures that training and other needs of direct reports are adequately identified and addressed.
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Corporation.
- Participates in the recruitment of direct reports for the Corporation.
- Recommends vacation leave for direct report in keeping with established human resource policies.
- Recommends/administers disciplinary action in keeping with established human resource policies.

REQUIRED COMPETENCIES

- Excellent oral and written communication skills;
- Excellent leadership skills;
- Excellent interpersonal skills;
- Good planning and organizational skills;
- Ability to work with others in the pursuit of team goals;
- Sound knowledge of GOJ's Human Resource Management and Development Framework and Regulations;
- Sound knowledge of the Public Procurement Regulatory Framework;
- Sound knowledge of Government Administration and Financial Accounting;
- Sound knowledge and understanding of the strategic planning process;
- Sound knowledge of industrial relations practices; and
- Sound knowledge of the ICT applications in business functions.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Management Studies, Post graduate Diploma in Human Resource Management from an accredited tertiary institution; plus
- At least five (5) years' work experience in human resource management, three (3) of which should be at a supervisory or managerial level.

OR

- Any other equivalent combination of qualification and experience

Please forward application with resume, no later than **Thursday, September 10, 2021** to:

Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO

Email: hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.