



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 385 **OSC Ref. C. 6222¹⁰**

9th September, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following posts in the **Post and Telecommunications Department**:

Director, Human Resource Development (GMG/SEG 3) (Vacant), salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Development, the Director, Human Resource Development (GMG/SEG 3) manages all the functions and general operations of the Human Resource Development Section. The incumbent is also responsible for delivering or facilitating the delivery of training and staff development in keeping with the training needs of the Department.

Key Responsibilities

Management and Administrative:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Human Resource Development (HRD) Section by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;
- Manages the daily operations of the HRD Section to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Provides guidance/advice to the Postmaster General, Director, HRMD and other personnel on training and development matters;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption where necessary to enhance the Department's Human Resource Service Delivery;
- Ensures the effective management of the Computer Lab and Training Room.

Technical/Professional:

- Conducts Training Needs Analysis and prepares Training Plan and Budget for the Department;
- Implements and monitors Training Plan;
- Monitors expenditure from the Training Budget and authorizes bills for payments;
- Develops implements and reviews Training and Development Policy for the Department;
- Undertakes duties and responsibilities consequent on the Delegation of Functions and makes submissions for Study Leave including Day Release to the Human Resource Executive Committee (HREC);
- Manages the processing of staff requests for time-off to pursue studies;
- Develops training programmes; ensuring relevance to the Department's goals and objectives and/or the employees' career development;
- Leads in the development of Training Manuals and other training tools;
- Oversees the development and maintenance of an effective Training Database for the Department;
- Ensures the development and maintenance of a database of training providers and resource personnel and procures their services in accordance with established procedures;
- Develops and implements a Career Planning and Counselling Programme for the Department;
- Assesses the general training needs of all categories of workers and develops strategies to fulfil these needs.
- Directs the co-ordination of local and overseas training programmes/courses;
- Liaises with relevant Government Departments/Agencies to identify general and special

training opportunities and keeps employees informed of available training;

- Develops and implements strategies to evaluate the impact of training programmes on job performance;
- Establishes and implements an Employee Development Programme which provides opportunities for maximizing the potential of employees;
- Designs training programmes and materials for in-house courses in collaboration with Heads of Divisions/Branches and Units;
- Undertakes specific aspects of in-house training for selected categories of employees and coordinates the implementation of training by other officers to ensure that objectives are met;
- Directs the development and management of an Orientation Programme for all staff of the Department;
- Assists with developing and maintaining the Succession Programme for the Department;
- Assists with developing and implementing Human Resource Development and Management policies;
- Designs, administers and evaluates test instruments as part of the assessment process in the recruitment of new employees and for acting assignments.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource Procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.
- Performs any other related duties

Required Knowledge, Skills and Competencies

- Excellent oral and written communications skills
- Change management skills
- Leadership skills
- Strategic vision
- Analytical thinking
- Good interpersonal skills
- Goal/Result orientated
- Sound planning and organizing Skills
- Problem Solving and decision-making skills
- Ability to work on own initiative
- Methodical
- Compliance
- Knowledge of the Government/Department's policies and procedure
- Knowledge of current trends in Human Resource and career development
- Knowledge of training evaluation techniques
- Knowledge of the Staff Orders and the Public Service Regulations
- Sound knowledge of GoJ's accounting/budgeting principles and practices
- Sound knowledge of Records Management
- Knowledge of Curriculum and Programmed Development

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resources Development, Management Studies, Public Administration, Business Administration or related field from a recognized tertiary institution; **plus**
- Four (4) years working experience in human resource development or training, preferably in the Public Sector, in an organization of similar size and complexity.
 - Professional training in the design and delivery of training programmes or related field.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment, computers and attending sessions
- Required to travel island wide

- May be required to travel overseas

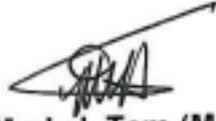
Applications accompanied by résumés should be submitted **no later than Thursday, 22nd September, 2022 to:**

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

Email: hrunit@jamaicapost.gov.jm

Please note that only shortlisted 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**
