



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Human Resource Management
JOB GRADE:	GMG/SEG 2
POST NUMBER:	27308
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Human Resource Management Unit
REPORTS TO:	Director, Human Resource Management & Development
MANAGES:	Senior Human Resource Officer Assistant Human Resource Officer (HRMIS) Secretary 2 OPS/SS 2

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

1. JOB PURPOSE (Reason for Existence)

Under the general supervision of the Director, Human Resource Management and Development, the Director, Human Resource Management is responsible for managing the recruitment, selection and appointment/promotion and internal movement of staff within the Ministry, facilitating the secretariat functions for the various committees required under the delegation of functions.

The incumbent will be responsible for interpreting, providing technical advice and guidance and administering government policies, regulations and guidelines with regard to the management of the human resource.

2. KEY OUTPUTS (Results, Deliverables)

- Unit's Work Plan monitored;
- Programmes, policies and procedures administered and enforced;
- Amendments to policies recommended;
- Competency Framework implemented;
- Workforce Plan produced;
- Succession/ Human Resource Plan managed;
- Recruitment exercises organized and conducted;
- Orientation programme coordinated;
- Electronic data and information managed and relevant reports provided;
- Government policies and guidelines interpreted, advice, guidance provided;
- Progress report on the performance of Unit submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Participates in the development of the operational plan and budget for the Branch, monitors the implementation of the Unit's Work Plan and Human Resource Management (HRM) Plans;
- Reviews and recommends amendments to human resource management policies and strategies based on the impact of implementation and ensures their alignment with the ministry's strategic objectives and best practices;
- Implements appropriate communication mechanisms for the dissemination of policy to all relevant stakeholders;
- Ensures that the work of the unit is properly documented;
- Operates as subject expert and provides advice to line managers on matters relating to areas within the span of control;
- Prepares and submits activity/performance reports as required.

B.) Technical /Professional

- Develops the succession plan for key posts identified in collaboration with line managers;
- Collaborates with the Director, Performance Management Appraisal System to ensure that the performance management process supports the identification of staff career aspirations;
- Monitors the individual development plans of identified persons in the succession plan and collaborates with the Director, Human Resource Planning and Development (HRP&D) as to the necessary steps to be taken;
- Collaborates with other practitioners in the HRM&D Branch to facilitate the design and implementation of HR strategies and programmes in a seamless and synergetic manner;
- Develops and manages the implementation of a recruitment strategy including the use of appropriate assessment tools to recruit and hire high performing employees that fit within the organization culture;
- Periodically assesses the composition of the labour markets to inform the design of the recruitment strategy most suitable for the Ministry;
- Participates in the development and maintenance of a competency framework

- for the Ministry that captures the core and technical competencies of each occupational group required for the achievement of the strategic objectives of the Ministry ; ensures that the competency framework is compatible with the culture of the organization;
- 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;
- Designs and administers, in collaboration with the Human Resource Planning and Development (HRP&D) Unit, assessment centres against competencies identified in consultation with line managers for a particular job for the purpose of recruitment and promotion of staff;
- Ensures that the developed assessment centres are robust and allow for an equitable demonstration of strengths and skills of individuals in a variety of tasks and situations;
- Coordinates the inclusion , identification and training of line managers in their role as observers and proponents for the assessment centres;
- Monitors the Office of the Services Commissions audit reports of the Ministry's performance of its delegated authority as it relates to recruitment, promotion and related issues, recommends and takes appropriate action as required;
- Manages and administers the recruitment selection and separation process for the Ministry;
- Coordinates orientation programme for new members of staff;
- Collaborates with the HRP&D Unit in the training of line managers in the implementation of the processes to ensure effective execution;
- Manages the interpretation, application and administration of employment contracts;
- Prepares and submits to the Ministry of Finance and the Public Service (MoFPS), contracts for employment and other related documents for the approval of the Ministry;
- Participates in the negotiation of the terms of contract in keeping with the MoFPS guidelines;
- Assists in the preparation of contract in respect of staff recruited on a contractual basis, 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 the Public Service Regulations;
- Ensures that an effective communication mechanism exists and is utilized in the advertisement of all opportunities for promotion;
- Develops and promotes policies, practices, procedures, programmes that support attraction and retention of new recruits and staff who possess the ability to accomplish the Ministry's objectives;
- Determines and evaluates the impact of the Ministry's recruitment policies on the retention of staff;
- Collaborates with the Human Resource Planning and Development Unit in reviewing and analysing the Ministry's manpower needs and makes recommendations to management for adjustment to the Ministry'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 particularly in areas of high attrition; analyses information received from interviews and provide feedback to line managers; also use data to inform operational and strategic HR decisions;
- Establishes effective working relationship with line managers to learn more about the role and functions of the Divisions in the Ministry, 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 Ministry's strategic objectives;
- Ensures the development and implementation of an efficient Human Resource Management Information System (HRMIS) within the Ministry;
- Undertakes duties of Secretary to the Human Resource Management Committee (HRMC); collaborates with Chairman of the Committee and the Senior Director in setting meeting agenda;
- Oversees the preparation profiles of staff to be appointed, promoted, retired in assigned groups; ensures the preparation of all letters resulting from the decisions of the committee for the signature of the Director Corporate Services/ Director, Human Resource Management and Development;

- Follows up on issues from previous meetings and submits recommendations/reports to the committee as necessary;
- Assists in monitoring the operations of Human Resource Management in the Regional Health Authorities to ensure adherence to governments polices, regulation and procedures;
- Keeps abreast of current and emerging Human Resource (HR) trends and best practices and utilizes them for continuous improvement of the services provided by the unit and the overall improvement of the human capital development within the Ministry.

C.) Human Resource Responsibilities

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's goals;
- Develops staff in line with organisational goals to deliver effective promotion and communication service;
- Fosters an atmosphere of trust, high ethical and confidential standard.
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Unit;
- Recommend leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Division, recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;

- Conducts monthly and other ad hoc meetings with staff supervised.

.) Other Responsibilities

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS:

- Work Plan developed and implemented in accordance with established guidelines
- Programmes, policies and procedures administered and enforced are maintained and reviewed periodically in keeping with established guidelines;
- Amendments to policies recommended are submitted in a timely manner;
- Competency Framework implemented in agreed timeframe;
- Workplace Plan produced in an agreed timeframe;
- Succession/Human Resource Plan managed in accordance with set guidelines
- Recruitment exercises organized and conducted in keeping with set standards and in a timely manner;
- Orientation programme coordinated and conducted as the needs arises
- Electronic data and information managed and relevant reports are accurate and provided on a monthly basis;
- Interpretation of government's policies and guideline, and advice are accurate and sound and provided in a timely manner;
- Progress report on the performance of Unit prepared and submitted within given timeframe.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtain/give advice, receive directives, and

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 Ministry of Health,
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Contact (Title)	Purpose of Communication
	guidance, reports, work assignments, provide feedback
Director, Human Resource Management and Development	Obtain/give advice, receive directives, and guidance, reports, work assignments, provide feedback
Divisional Heads	Collaborate, obtain and share information on issues relating to staffing, provide feedback.
Regional Health Authorities	Collaborate, obtain and share information, discuss issues

ii) External Contacts

Contact	Purpose of Communication
Ministry of Finance & the Public Service	Obtain information and seek guidance
Office of the Services Commissions (OSC)	Discuss issues and seek guidance relating to functions delegated
HR Practitioners in the Public and Private Sector	Network and share information and best practices

6. REQUIRED COMPETENCIES:

Core

- Good written, oral and communication skills;
- Good human relations and interpersonal skills;
- Excellent planning and time management skills;
- Strong decision-making, and critical thinking skills;
- Excellent analytical, and problem solving skills
- Excellent leadership, networking and relationship-building skills;
- Ability to exercise sound judgement and attention to detail;
- Excellent skills in teamwork and cooperation;
- Good negotiating skills;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Strong knowledge of the Ministry's policies and procedures;
- Sound knowledge of Government's regulations and procedures;
- Strong knowledge of Human Resource Management principles and practices;
- Proficiency in the use of relevant computer software and computer applications.

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7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- First Degree in Human Resource Management or Public Administration;
- Five (5) years experience in Human Resource Management of which two (2) should be at the managerial level;
- Equivalent combination of education and experience ;
- Specialized courses in Human Resource Management.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

- Effect promotions, transfers and disciplinary action
- Sign off on travel claims to staff in the Unit.

10. WORKING CONDITIONS:

- Normal office conditions.

