



Invites applications from suitably qualified professionals to fill the position of:

DIRECTOR HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (GMG/SEG 3)

Salary: \$2,246,451 - \$2,670,325 per annum plus applicable travelling allowance.

SUMMARY OF JOB

Under the general direction of the Executive Director, the Director of Human Resource Management and Administration plans, directs, coordinates and implements the Administration and Human Resource Management and development activities of the Commission in accordance with the policies, objectives and guidelines of the Commission, Staff Orders and Government of Jamaica Regulations.

KEY RESPONSIBILITIES

Management / Administrative Responsibilities:

- Oversees the operations of the Commission in the absence of the Executive Director
- Assist with the planning and organising of events being undertaken by the Commission
- Develops the division operation plan
- Prepares and submit reports, position papers and other documents as required to the Executive Director on all human resource and administration matters
- Develops, implements and monitors the Human Resource (HR) policies of the organisation
- Reviews the Procedural and Human Resource manuals to aid the standardisation of processes
- Ensures the maintenance of staff establishment, job descriptions and organisational charts
- Manages the appointments and promotions portfolios
- Oversees the administration of discipline and grievance procedures
- Develops, implements and participates in employee recognition programmes
- Maintains a knowledge base and overall awareness of current human resource practices and trends and informs managers of new developments
- Manages the framework of succession planning
- Directs the administration and management of employment relations programmes and policies and ensures the promotion of a healthy and proactive employment relations

climate

- Conducts research regarding employment issues, benefits and personnel procedures
- Monitors and evaluates the performance of direct reports
- Ensures members of staff are aware of and adhere to the Commission's policies and procedures

Technical / Professional Responsibilities:

- Directs the recruitment, selection, orientation and retention of staff and sample collection personnel
- Oversees the administration of salary and benefits (leave, pension, health insurance, group life, tailoring allowance, retroactive payments, duty concession)
- Manages and Monitors the operation of the Performance Management and Appraisal System (PMAS)
- Manages the development and implementation of training and development policies to maximise staff potential
- Analyses and forecasts manpower supply and demand at the Commission and formulates strategic manpower plans
- Coordinates disaster preparedness activities
- Coordinates staff welfare programmes and socials
- Coordinates and conducts staff team building activities
- Assesses staff training requirements on an on-going basis and ensures provision of structured training programmes and on-the-job coaching
- Manages and monitors budget and resources of the unit
- Conducts references/antecedents checks for potential and existing employees
- Prepares positions posting and coordinates distribution through regular advertising channels
- Manages the leave administration process
- Serves as benefits plan resource personnel for staff, by notifying of new hires and separations, as well as follow-up and investigate claims information as required
- Manages the Commission's Records Management, Fleet Management, Procurement and Office Management Portfolios
- Supports the expected levels of work-related performance by updating and maintaining job requirements and job descriptions for all positions at the Commission
- Prepares all Human Resource correspondence for submission to the Board of Directors
- Establishes recruiting, testing and interviewing programmes and provide guidance to managers and supervisors on candidate selection
- Prepares offer letters, and contracts to selected candidates
- Prepares and maintain confidential staff information (electronic and paper files)
- Compiles and maintains statistical reports concerning employee and volunteer related data such as employment, separation, performance appraisals and absenteeism rates for periodic presentations
- Conducts and analyses exit interviews and recommends changes as needed

- Liaises with the Ministry of Finance and Planning to keep abreast of changes in GOJ policies and procedures
- Chairs the procurement Committee

Required Knowledge/Skills/Competencies

- Knowledge of the principles and practices of management, as well as supervisory management
- Excellent knowledge of the general operations of the machinery of government; specifically the Public Sector, Human Resource Management and Development Framework
- Excellent knowledge of the Staff Orders for the Public Service, The Jamaican Labour laws, The Public Bodies Management and Accountability Act, Hand Book of Public Sector Procurement Procedures and Disciplinary Policy For Public Bodies
- Ability to plan, organise and coordinate the work of others
- Excellent team-building skills
- Sound interpersonal skills, including providing coaching and counseling
- Excellent written and oral communication skills
- Strong organisational, research and analytical skills
- Excellent leadership and management skills
- Excellent negotiating and problem solving skills
- Excellent human resource/people management skills
- Highest level of confidentiality
- Ability to analyse problems and develop effective solutions
- Ability to exercise sound judgment and conviction of purpose in unfavorable or unpopular situations
- Proficient in the use of relevant computer applications

Education and Experience:

- First Degree in the Social Sciences or Human Resource Management or equivalent Qualification from a recognised tertiary institution and five (5) years' experience being progressively responsible for the administration of Human Resource functions of an organisation at a senior level.

Applications accompanied by résumés should be submitted no later than Friday, April 27, 2018 to:

Executive Director,
Anti-Doping Commission
5-9 South Odeon Avenue
Kingston 10
Email: cbuckley@jadco.gov.jm

We thank all applicants for their interest. However, only shortlisted candidates will be contacted.