



CAREER OPPORTUNITY

DIRECTOR HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (LEVEL 9)

JOB PURPOSE:

The Director of Human Resources Management and Administration oversees the delivery of comprehensive human resources and administrative services within the National Works Agency. This role ensures the efficient implementation of HR policies, compliance with regulatory requirements, and effective support for organizational operations through sound personnel management, records administration, employee training and development, performance management, and office management. The Director serves as a key advisor to senior leadership on human resource matters and promotes a culture of high performance, employee engagement, and continuous improvement.

JOB RESPONSIBILITIES:

- Reviews the organization's Human Resource, Industrial Relations Training and Administrative policies and procedures in accordance with Human Resource Management standards.
- Participates in the organization's strategic planning process, as well as preparing and monitoring the operational plan and budget ensuring the work of the Directorate is carried out according to plan and agreed targets achieved.
- Provides technical advice to the Chief Executive Officer and senior managers on human resource matters.
- Formulates policies, provides strategic direction on Human Resource Management, Industrial Relations, Administrative and Records Management programmes for the Agency.
- Collaborates with Directors in Human Resource Management, Human Resource Development and Organizational Development to develop a human resource plan and programme to support the Agency's strategic priorities.
- Develops and implements training and development policies to maximize staff potential to accomplish the Agency's mission, as well as initiates and develops strategic and tactical plans/programmes which will promote a healthy, safe and proactive industrial relations climate.
- Develops, plans and monitors manpower needs of the Agency, and ensures that the welfare and development needs of staff in the Agency are clearly identified and addressed.
- Participates in the recruitment of staff for the Agency, and recommends transfer, promotion, termination and leave in accordance with established human resource policy and procedures.
- Develops and implements succession-planning programme for the Agency to facilitate continuity and the availability of requirement skills and competencies to meet the needs of the Agency.
- Develops and maintains an efficient and effective Information and Records Management System.
- Monitors and gives guidance to the adherence of GOJ protocol for the procurement of the Agency's office supplies and equipment, which will facilitate a productive environment.
- Ensures that effective administrative support is provided for all Directorates in order that all staff members are able to give optimum performance.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Master's Degree in Human Resource Management or Business/Public Administration
- Specialized Training in Human Resources/Personnel Management/ Labour Relations
- At least five (5) years' work experience at a Senior Management level
- Sound knowledge of National Industrial Relations laws
- Strong management, planning and organizing skills
- Excellent customer relations skills

REMUNERATION

Salary Scale: \$9,401,821 - \$12,644,404 per annum

**Interested persons are invited to submit applications with resumes
no later than Monday, May 26, 2025 to:**

**The Chief Personnel Officer
Office of the Services Commissions
Ministry of Finance Building
30 National Heroes Circle
Kingston 4
Email:nwaapplications@osc.gov.jm**

Please note that persons who previously applied, need not re-apply

**We thank all applicants for expressing an interest, however, only
shortlisted applicants will be contacted.**

"Developing Safe, Reliable & Quality Roads"