



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

DIRECTOR, HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (LEVEL 9)

Salary: \$9,401,821.00 per annum

QUALIFICATION AND EXPERIENCE:-

- 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.

SKILL REQUIREMENTS: -

- Strong management, planning and organising skills
- Sound knowledge of Industrial Relations Law
- Excellent customer relations skills.
- Excellent interpersonal and coaching skills
- Excellent oral and written communication skills

REPORTING RELATIONSHIP

Reports to: The Chief Executive Officer

PRINCIPAL FUNCTIONS:-

- Review the organisation's Human Resource, Industrial Relations, Training and Administrative policies and procedures in accordance with Human Resource Management standards.
- Prepare and monitor the Directorate's operational plan and budget, ensuring the work of the Directorate is carried out to plan and agreed targets achieved.
- Prepare and submit performance and other reports as required.
- Formulate policies, provide strategic direction on Human Resource Management, Industrial Relations, Administrative and Records Management programmes for the Agency.
- Initiate and develop strategic and tactical plans/programmes which promote a healthy, safe and proactive industrial relations climate.
- Develop and implement a succession-planning programme for the Agency to facilitate continuity and the availability of requirement skills and competencies to meet the needs of the Agency.
- Develop and implement training and development policies to maximize staff potential to accomplish the Agency's Mission.

Applications should be submitted no later than

Tuesday May 14, 2024 to:

**Director, Human Resource Management & Administration
National Works Agency
140 Maxfield Avenue,
Kingston 10 or**

Application can be sent via email to: hrdirector@nwa.gov.jm

The Agency thanks all applicants.

Only individuals short-listed will be contacted.