



The Department of Correctional Services

Seeks **QUALIFIED** applicants to fill the following position within the Personnel Unit, Head Office (Kingston):

DIRECTOR OF PERSONNEL (GMG/SEG 2)

Salary Rate: (\$1,852,947 - \$2,202,571) per annum and any allowance applicable to this post.

JOB PURPOSE:

Reporting to the Senior Director, Human Resource Management and Administration, the incumbent has overall responsibility for the implementation and management of the Personnel and Administration policies in the department. The Director directs all operations of the Personnel, Administration and Registry Units, which serves approximately two thousand five hundred (2,500) employees.

KEY RESPONSIBILITIES:

The duties and responsibilities include, but are not limited to the following:

- Advise the Commissioner, Senior Managers, Managers and Supervisors on the administration of the personnel function.
- Formulates, recommends and ensures that there is full compliance with policies, strategies and procedures established for the efficient administration of the personnel function
- Provides guidance to all section and unit heads in keeping with the Staff Orders, the Public Service Regulations and other orders that maybe enforced by the Ministry of Finance & Planning from time to time.
- Provides clarifications to all employees on matters relating to Government's Personnel Administration policy and procedures.
- Guides the recruitment process; advertising vacancies; screening applicants, arranging interviews, conducting interviews, preparing acceptance letters; to ensure that persons entering the organization meet the criteria and is the best suited candidate for the job.
- Panelist at interviews to select candidates for employment.
- Analyses jobs and prepares job descriptions for all members of staff.
- Collaborates with the Director, HRD to ensure that a comprehensive and relevant Induction/ Orientation Programme is developed, implemented and maintained to ensure the appropriate socialization of all new employees.
- Constantly assesses and gives feedback to each member of staff in the personnel section on their performances.

- Monitors the Performance Management system to ensure that appraisals are in keeping with the set standards and that proper records are being kept.
- Ensures that information regarding transfers, promotions and a termination of staff is conveyed by the appropriate medium and that the stipulated process is applied.
- Conducts termination interviews and ensures that information is recorded.
- Advisor and secretary to the selection committee for the appointment and promotion of all categories of staff.
- Presents papers and delivering lectures on personnel related matters and function at training courses, retreats and induction sessions.
- Interprets and applies labor laws including amendments.
- Prepare and submit recommendation for appointments/promotions, employment, contracts engagements for submissions to the Office of the Services Commissions for all levels of Staff in the Department.
- Conducts organizational audits/personnel audits to aid the development of a succession plan.
- Collaborates with the research and training units for the development of ongoing assessment of staff satisfaction and issues that could negatively impact on performance in the department
- Collaborates with HRD and Information Systems in the design and development of a Succession Plan.
- Provides counselling to employees and initiate disciplinary action where necessary.
- Reports (verbal and in writing) to Commissioner through the Deputy Commissioner, Human Resource Management, matters affecting staff welfare and make recommendation for resolution
- Collaborates with Industrial Relations Officer, in maintaining harmonious work environment.
- Participates in management meetings.
- Represents the department and personnel section at meetings and conferences when called upon to do so.
- Directs the administration of compensation policy and staff benefits.
- Collaborates with HRD to ensure that recommendation for staff development is in keeping with policy, needs and succession plan.
- Directs the management and updating of the Human Resource Management Information System (HRMIS).
- Ensures an efficient Registry System where records are maintained and stored appropriately for speedy retrieval, also that mails are efficiently sorted and dispatched.
- Makes recommendations to the Office of the Services Commissions for disciplinary actions proceedings against officers.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Maintains Confidentiality;
- Good interpersonal skills;
- Knowledge and ability to apply Civil Service rules and regulations;
- Ability to Communicate effectively both orally and in writing;
- Planning and directing work activities;
- Counseling and guiding individuals and group;
- Ability to work under pressure and meet deadlines;
- Proficiency in the use of relevant computer applications.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- B. Sc. in Public Administration or Management Studies with special training in personnel management;
- Three (3) years' experience in Public Sector Personnel Management and thorough knowledge of the Public Service Regulations and Staff Orders.

Applications accompanied by resume should be submitted no later than Thursday, May 31, 2018 to:

**Senior Director, HRM & Administration
Department of Correctional Services
5-7 King Street, Kingston
or
Email: hrm@dcs.gov.jm**

NB: Only shortlisted applicants will be contacted.