Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the Corporate Services Division, Human Resource Management & Administration, Department of Correctional Services:

1. Senior Director, Human Resource Management & Development (GMG/SEG 4) – (Vacant), salary range $2,888,345 – 3,433,335 per annum and any applicable allowance(s).

2. Director, Documentation Information & Access Services (GMG/SEG 2) – (Vacant), salary range $1,927,065 – 2,290,674 per annum and any applicable allowance(s).

3. Industrial Relations Officer (GMG/AM 4) – (Vacant), salary range $1,343,621 – 1,597,143 per annum and any applicable allowance(s).

4. Occupational Health and Safety Officer (GMG/AM 4) – (Vacant), salary range $1,343,621 – 1,597,143 per annum and any applicable allowance(s).

5. Registrar (PIDG/RIM 4) – (Vacant), salary range $1,148,458 – 1,365,156 per annum and any applicable allowance(s).

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**SENIOR DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**  
(GMG/SEG 4)

**JOB PURPOSE**

Under general supervision of the Senior Director, Human Resource Management and Administration, the incumbent is responsible for the overall management and development of Human Resources in the Department of Correctional Services, ensuring that capable staff is attracted, recruited, developed and retained to provide competences required to support a high performing organization.

The incumbent is also responsible for giving technical guidance and ensuring that the relevant policies and best practices are implemented and upheld, to achieve organizational efficiencies and effectiveness in accordance with vision and mission of the organization.

**KEY RESPONSIBILITIES**

Management/Administrative Responsibilities:

- Interprets and guides the implementation of Human Resource (HR) policies and programmes in keeping with established Government guidelines; determines objectives and priorities within programmes and provides co-ordination and integration of HR policy and programme initiatives;
• Leads the development of the HR strategy, ensuring its alignment to the strategic objectives of the Department; ensures that HR policies and procedures are documented and effectively communicated to staff;
• Develops the annual HR Plan and Budget and ensures its alignment to the Strategic Objectives of the Department; ensures that all relevant stakeholders including senior and line managers are actively and sufficiently engaged in the development of the HR plan; reviews the plan periodically to determine its continued relevance and the success of its implementation with consultation from relevant stakeholders;
• Manages the budget for the HRM&D Branch in an efficient, effective and economical manner in accordance with relevant legislation and guidelines;
• Establishes and maintains effective relationships with management to gain confidence and cooperation in the delivery of Human Resource services;
• Leads in the development of a performance based culture within the Department, promotes and facilitates the devolution of pertinent HR functions to line managers;
• Oversees the design, development and implementation of an integrated programme that seeks to address issues and trends identified in the workforce plan such as an aging workforce and the establishment of mentorship/coaching programmes to ensure the retention of institutional knowledge;
• Develops and oversees the implementation of an effective recruitment and selection programme aimed at selecting and retaining competent and productive employees in keeping with established government guidelines;
• Fosters harmonious relationships at the workplace, ensuring transparency and acceptable standards of performance;
• Oversees the development and maintenance of a competency framework for the Department that captures the core and technical competencies of each occupational group required for the achievement of the strategic objectives of the Department;
• Develops and maintains a Code of Conduct for the Department in line with the Staff Orders and Public Sector Regulations that captures the desired culture of the Department; ensures compliance to the Code of Conduct;
• Oversees the development and implementation of a Corporate training/development plan to meet the needs of the Department in achieving its goals and objectives;
• Develops, reviews and implements Strategic Plans/Programmes to promote a healthy industrial relations environment;
• Oversees the administration of the compensation, benefits and rewards programme ensuring consistency in administration to maintain equity across the Department;
• Oversees the development/review of employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale; leads the administration of the employees’ grievance procedures and assists with employee counseling as necessary;
• Manages the administration of a staff welfare programme ensuring effectiveness and equity;
• Oversees the administration of industrial relations strategy that fosters a culture of cooperation, fairness and mutual respect; participates in negotiations and establishes a mechanism that enables effective dialogue between the Department and the Trade Unions; collaborates with the Ministry of Finance and the Public Service for wage negotiations on behalf of employees;
• Develops strategic and operational plans for the Unit;
• Prepares and manages the Unit’s budget;
• Directs the recruitment and direction of staff in keeping with the changing needs of the organization;
• Conducts periodic reviews of the organization to promote efficiency in all areas of its operation.
• Leads and manage the Unit in achieving its stated objective;
• Oversees the administration of the discipline and grievance procedures, ensuring consistency, fairness and equity in the workplace;
• Coordinates the review-development of job descriptions to ensure currency of jobs in meeting the needs of the organization and makes recommendations for reclassifications were necessary;
• Establishes monitors, maintains and evaluates the operations of a Performance Management Appraisal System;
• Ensures the proper documentation, easy retrieval and access to information as stipulated by law.

Technical/Professional Responsibilities:
• Provides advice and guidance to directors and Line Managers;
• Conducts interviews to recruit members of staff at all levels;
• Provides technical advice and interpretation of human resource policies;
• Develops the recruitment and retention strategies for staff;
• Ensure fair and partial disciplinary actions;
• Designs, directs and manage the issues related to organizational development;
• Conducts periodic cost and productivity analysis and initiates and/or makes recommendations for changes where necessary to achieve established goals;
• Develops and implements a succession policy and plan for the Department to ensure continuity of and to build key and critical competencies including executive leadership in collaboration with line managers and other members of the HRMD Division;
• Conducts needs assessment to evaluate and ensure the provision of the best training opportunities for staff development.

Human Resource/Management Responsibilities:
• Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and /or attaining established personal and /or organizational goals;
• Participates in the recruitment of staff for the Unit and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures;
• Provides leadership and guidance to direct report through effective planning delegation, communication, training, mentoring and coaching;
• Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
• Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the section’s and organization’s goals.

Other Responsibilities:
• Performs other related functions assigned from time to time.

PERFORMANCE STANDARDS
• Policies and programs developed and implemented in accordance with stated guidelines;
• High caliber staff recruited and retained;
• Reports prepared and submitted within established time frame;
• Proposed organizational changes accepted and implemented;
• Staff exposed to high quality training that supports organizational objectives and career path development;
• Work stoppage due to industrial disputes minimized;
• Disciplinary action taken is transparent, fair and equitable in keeping with established labour laws;
• Customer service standards for personnel transaction maintained;
• Internal and external customers are satisfied with service received;
• The well-being of the staff is observed.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES
• Good understanding of the principles of policy development, analysis and evaluation;
• Sound knowledge of risk management principles;
• Thorough understanding of the principles of effective HRM;
• Sound knowledge of Education Regulations, Staff Orders, Public Service Regulations and other relevant government regulations;
• Practical knowledge of the applied use of information technology and productivity software, such as Microsoft Office;
• Integrity and confidentiality;
• Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
• Strong customer orientation skills;
• The ability to prioritize amongst conflicting demands;
• Excellent interpersonal skills;
• The ability to motivate and influence others;
• Ability to think and act strategically across a range of functions;
• Sound oral and written communication skills;
• Excellent critical thinking, analytical and problem solving skills;
• Ability to understand the impact of policy changes on human resource management;
• In-depth knowledge of laws specific to the operations of the organization.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
• Master’s Degree in Human Resource Management, Business Administration, Public Management or equivalent professional qualification;
• Ten (10) years’ experience in Human Resource Management, at least five (5) years of which should be at a senior management level;
• Any other equivalent combination of qualification and experience.

DIRECTOR, DOCUMENTATION INFORMATION & ACCESS SERVICES
(GMG/SEG 2)

JOB PURPOSE
Reporting to the Senior Director, Human Resource Management, the incumbent is responsible for coordinating, implementing and administering the activities of the Documentation and Information Unit, ensuring that the relevant policies and best practices are implemented and up to achieve organizational efficiency and effectiveness.

KEY RESPONSIBILITIES
Management/Administrative Responsibilities:
• Develops budget, operational and work plans for the Unit.
• Develops programs for the Unit ensuring staff is effectively utilize;
• Formulates a complete and systematic process for obtaining advice from the Attorney General’s Department;
• Guides and adhere to legal requirements which effect the information of the Organization;
• Represents the Department at relevant records management conferences;
• Implements the provision of a comprehensive reference service to support the Department and its division need for relevant, timely and accurate information;
• Informs appropriate response to requirements to disclose records as a result of litigations which specific references to information management;
• Liaises with the Access to Information Unit of the Jamaica Archives and the Records Department on problems arising from the implementation of the Act;
• Represents the Department at relevant Records Management fora and conferences;
• Liaises with the Department’s Legal Officer to obtain in-house, expert advice and document which are not clearly non-exempt documents;
• Provides policy advice on the ATI Act on other legislation arising from the ATI Act issues to the Department staff.
Technical/Professional Responsibilities:

- Implements the policies, procedures and codes of practice for Access to Information to the Organization’s official records;
- Develops strategy for managing a wide variety of access for information request;
- Develops long range forecast for records and information management programs with the Department;
- Plans, develops and establishes policies and procedures, formulates goals and objectives for operations, essential to be effective delivery of information;
- Reviews documentation systems, procedures, holdings and equipment to ensure that they support management effectiveness;
- Plans and designs and effective vital records protection and disaster recovery program for the Department;
- Produces and submit reports and progress, problems, and makes recommendation for improvement;
- Initiates review of the Department relevant legislation with regulation policies procedures program and information systems to ensure compliance with the ATI Act and legislation;
- Satisfies the information needs of the Department clientele by reviewing documentation systems procedures to ensure that the support management effectiveness;
- Arranges for and facilitates the publication of comprehensive information about activities and operation through website and other media which minimizes the necessities for format direct request to be processed;
- Analyses and appraises the status of records keeping and documentation in the Department and develops and oversees the implementation of modern, professional and technical standards.

Human Resource Responsibilities:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Division in developing and implementing a succession planning program for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Guides the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains an environment that fosters a culture of team work, employees’ empowerment and commitment to the unit and the organization’s goals.

Other Responsibilities:

- Any other related duties assigned from time to time.

PERFORMANCE STANDARDS

- Legislation reviewed;
- Programs implemented in keeping with required standards and procedures;
- Policies and procedures developed within the established guidelines;
- Sound technical advice and guidance given;
- Cases prepared within agreed timeframe;
- Publication of information arranged and disseminated in a timely manner.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core Competencies:

- Excellent communication skills;
Excellent inter-personal skills;
Sound integrity/ethics exercised in the performance of duties.

**Functional Competencies:**
- Good knowledge of the operations of Government and ministerial portfolios of responsibilities;
- Sound knowledge of records management in Government, conducting records inventory and building records retention schedule;
- Sound knowledge and experience in the management of electronic and record keeping systems;
- Good analytical and decision making and problem solving skills;
- Good leadership and research skills;
- Excellent planning and organizing skills.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**
- Bachelor’s degree in Library or Archival Studies plus training in computer information systems with at least five (5) years’ experience in the field or;
- First degree and Post-Graduate diploma in Library or Archival Studies and seven (7) years’ experience in the field and training in computer information systems or;
- Any other combination of training and experience that would yield the necessary skills needed at this level.

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**INDUSTRIAL RELATIONS OFFICER (GMG/AM 4)**

**JOB PURPOSE**
Under the direct supervision of the Director Employee Relations, the Industrial Relations Officer is responsible for coordinating the Industrial Relations Programme for staff in the Department for the promotion of good labour practices and harmonious relations between Management, Workers, Trade Unions and Associations.

**KEY RESPONSIBILITIES**
1) **To support the implementation of the Department’s Industrial Relations policies and strategies in keeping with approved regulations and guidelines by the competent authorities:**
   - Interprets and assists with the implementation of Government's IR policies;
   - Liaises with IR & HR practitioners to keep abreast of new developments and best practices to provide guidance as requested;
   - Maintains a database of key contacts as references in respect of industrial relations matters;
   - Provides accurate and appropriate guidance to staff on industrial relations issues of the Agency as required;
   - Supports the implementation of policies concerning wages and conditions of work to ensure compliance with terms of Collective Agreements/Head of Agreement.

2) **To conduct industrial relations research to inform the development of approaches/strategies to deal with specific challenges:**
   - Researches and drafts recommendations based on past arbitration decisions, grievances and provides analysis to support pending negotiations;
   - Conducts and analyses staff satisfaction surveys;
   - Provides assistance in implementing recommendations arising from employee satisfaction surveys conducted and other research;
   - Researches and drafts briefs and arguments for claims submitted by unions/staff associations for improvements in salaries, wages, fringe benefits and other issues in relation to conditions of service.
3) To facilitate the preparation and submission of documents in an effort to resolve grievances and industrial disputes:
- Drafts reports on result of actions taken at meetings and conferences and submits to Manager, Employee Relations for attention;
-Arranges and confirms meetings between grieving parties, supervisory and management personnel to investigate and resolve grievances;
-Participates in matters relating to discipline and grievances with a view to arriving at amicable settlements;
-Arranges and participates in meetings with union/staff associations for mediation, negotiations, arguments and clarification.

4) To provide guidance on industrial relations matters to internal stakeholders as required:
- Drafts responses to queries relating to Industrial Relations matters;
- Explains industrial relations policies and grievances procedures to staff as required;
- Arranges and assists in conducting sensitization sessions for staff;
- Assists in the preparation of operational plans and budget for the Employee Relations Unit.

PERFORMANCE STANDARDS
- % of grievances and disputes successfully settled;
- Number of industrial relations programmes successfully implemented;
- Level of liability incurred as a result of poor industrial relations decisions and practices;
- The extent to which work stoppage, due to industrial disputes is minimized;
- % of Personal Development Plans achieved;
- Overall assessment of the Department by SECURIPOC Review Team;
- Completion of Performance Self-assessment;
- Level of Employee Satisfaction as determined by Survey;
- Timeliness within which meetings, workshops and seminars arranged.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES
- Excellent knowledge of the Staff Orders;
- Good knowledge of Labour Laws and Industrial Relations practices;
- Computer Literate in Microsoft Office Suite including Word, Excel, PowerPoint;
- Excellent written and oral communication skills;
- Ability to conduct investigations and produce reports accordingly;
- Excellent interpersonal skills;
- Good negotiating skills;
- Excellent conflict management skills;
- Good time management, planning and organizing skills;
- Good presentation skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
- Bachelor’s Degree in Human Resource Management (HRM), Public Sector Management or equivalent qualification and training;
- Five (5) years’ experience in an HRM/IR capacity;
- Specialized training in industrial relations would be an asset.
OCCUPATIONAL HEALTH AND SAFETY OFFICER (GMG/AM 4)

JOB PURPOSE
Under the direct supervision of the Director, Employee Relations and Occupational Health and Safety, the incumbent is responsible for administering all occupational health and safety matters for the Department, for the promotion of a healthy and safe work environment in keeping with the Occupational Safety and Health Act.

KEY RESPONSIBILITIES

1. To manage the development and implementation of the Department’s Occupational Safety and Health policies and strategies in keeping with approved regulations and guidelines by the competent authorities;
   - Evaluate practices, procedures and facilities to assess risk and adherence to the law, encourage cooperation and consultation for continuous improvement in safety and health levels.
   - Interprets and implements Government’s OSHA and policies;
   - Ensures that new or revised policies are implemented and fully understood;
   - Maintains network links with occupational health and safety practitioners to keep abreast of new developments and best practices;
   - Identifies areas where health and safety improvements are needed and develops proposals to rectify same;
   - Provides accurate and appropriate advice to the Director, Employee Relations and occupational Health and safety on all occupational health and safety issues of the Department;
   - Monitors the implementation of policies concerning occupational health and safety and conditions of work to ensure compliance with terms and agreement of labour contract and international best practices;
   - Investigates health and safety related complaints and prepares reports;
   - Maintains and updates Emergency Response Plans and Procedures;
   - Investigates and reports on accidents/incidents at the work place;
   - Conducts Occupational Health & Safety seminars;

2. To conduct occupational health and safety research to underpin the development of approaches/strategies to deal with specific challenges;
   - Researches past arbitration decisions, grievances related to occupational health and safety and implement measures to mitigate;
   - Designs, develops, conducts and analysis staff satisfaction surveys;
   - Develops and implements recommendation arising from staff satisfaction surveys and other research;

3. To facilitate the timely resolution of grievances and industrial disputes stemming from occupational health and safety issues;
   - Consults with stakeholders to address occupational health and safety issues;
   - Investigates and participates in matters relating to occupational health and safety and ensure the correct procedures are followed with a view to arrive at amicable resolution;
   - Develops and establishes an active programme for OSHA that supports the legal framework and employment policies for the Government of Jamaica (employer) and participates in implementing appropriate systems for a healthy and safe work environment.

PERFORMANCE STANDARDS
- To manage the development and implementation of the Department’s Occupational Safety and Health policies and strategies in keeping with approved regulations and guidelines by the competent authorities;
To conduct occupational health and safety research to underpin the development of approaches/strategies to deal with specific challenges;
To facilitate the timely resolution of grievances and industrial disputes stemming from occupational health and safety issues;
To provide advice on occupational health and safety matters to all internal and external stakeholders as required;

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES
- Excellent knowledge of the Staff Orders;
- Good knowledge of Labour Laws and Industrial Relations practices;
- Good knowledge of Occupational Health and Safety Act and practices;
- Computer Literate in Microsoft Office Suite including Word, Excel, PowerPoint, Projects;
- Excellent problem solving and critical thinking skills;
- Excellent written and oral communication skills;
- Ability to conduct investigations and produced reports accordingly;
- Excellent interpersonal skills;
- Excellent negotiating skills;
- Excellent conflict management skills;
- Excellent time management skills;
- Excellent planning and organizing skills;
- Good presentation skills;
- Strong leadership and motivational skills;
- Leadership;
- Interpersonal Skills;
- Problem Solving, Decision making & Analysis;
- Teamwork;
- Communication;
- Planning & Organising.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
- Bachelor’s Degree in Industrial Engineering or Occupational Health & Safety or Risk Management or equivalent qualification and training;
- Specialized training in Occupational Health and Safety;
- Three (3) years’ experience in a similar capacity;
- Knowledge of regulatory standards and compliance requirements.

REGISTRAR (PIDG/RIM 4)

JOB PURPOSE
Reporting to the Director, Documentation, Information and Access Services the incumbent has the responsibility to plan, implement and manage the operations of the Registry, ensuring that all records and documents are appropriately classified and secured, in keeping with the Information Act and facilitating a system of easy recall and access.

KEY RESPONSIBILITIES
Management/Administrative Responsibilities:
- Develop work schedules and plans for efficiently executing the work of the Registry, ensuring that the objectives of the Registry are consistent with the overall objectives of the Department;
- Develops and/or reviews policies and procedures to guide the operations of the Unit in delivering effective and efficient service and management;
- Prepare monthly, Quarterly and Annual Report for the Unit;
• Prepare activity and other Report as requested;
• Ensures that staff is aware and adheres to the policies, procedures and regulations of the Department.

Technical/Professional Responsibilities:
• Ensures that internal and external mail are processed and distributed in accordance with established procedures;
• Oversees the preparation and maintenance of a Master Records Retention Schedule for all relevant documents/files;
• Implements systems and procedures for the inventory, storage, maintenance and disposal of official documents/files;
• Oversees the preparation and maintenance a Master File Index;
• Implements and maintain a database to facilitate the speedy retrieval of records and documentation.

Human Resource Management Responsibilities:
• Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
• Participates in the recruitment of staff for the Unit and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures;
• Collaborates with the Division in developing and implementing a succession planning program for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit;
• Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
• Guides the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
• Establishes and maintains an environment that fosters a culture of team work, employees’ empowerment and commitment to the unit and the organization's goals.

Other Responsibilities:
• Performs other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS
• Mail is collected and dispatched in an efficient and timely manner in accordance with established procedures;
• Established policies and procedures for handling records are observed;
• Reports are accurate and submitted on time;
• Master File Index prepared and maintained in keeping with agreed standards;
• Master Record Retention Schedule for all documents developed and maintained in keeping with agreed standard and procedures.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES
• Good interpersonal and communication skills;
• Expert knowledge of Records Management;
• Comprehensive knowledge of supervisory management principle and practice;
• Ability to influence and motivate others;
• Working knowledge of relevant computer application systems.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
• Certificate in Records Management;
• Certificate in Supervisory Management;
• A minimum of two (2) years’ experience in a supervisory position.
Applications accompanied by résumés should be submitted no later than **Wednesday, 27th March, 2019** to:

![Senior Director, HRM & Administration
Department of Correctional Services
5-7 King Street, Kingston

Applications will also be accepted via email: [vacancy@dcsc.gov.jm](mailto:vacancy@dcsc.gov.jm)](mailto:vacancy@dcsc.gov.jm)

While we thank all applicants for their interest, please note that only short-listed applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Department/Agency and brought to the attention of all eligible officers.**