



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

**HUMAN RESOURCE OFFICER – HRD&PMAS (GMG/SEG 1)
INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE**

**SALARY SCALE: \$1,444,929.00– \$1,716,809.00 PER ANNUM
AND ANY ALLOWANCE(S) ATTACHED TO THE POST.**

JOB PURPOSE:

Under the supervision of the Director, Human Resource Management and Administration, the incumbent will be responsible for managing; the development and delivery of training, the development of programmes for the Institute's staff, and the implementation and monitoring of the GOJ Performance Management Appraisal System (PMAS).

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

KEY RESPONSIBILITIES:

- Annual Training Plan produced
- Training Needs Analysis conducted
- Training materials/manual produced
- Training and development exercises organized and conducted
- Succession planning programme managed/administered
- Orientation sessions developed and conducted
- **Pre – Implementation of PMAS**
- PMAS implementation master plan for the Institute developed
- PMAS change management plan (including PMAS sensitisation and communication) developed
- Training sessions conducted
- **Post – Implementation of PMAS**
- PMAS orientation/re-orientation conducted
- Confidential detailed PMAS report on appraisal results for identified authorized users produced
- Special PMAS related reports produced as required
- Recognition and reward activities/events organised
- Work plans developed

TECHNICAL/PROFESSIONAL

A. Technical/Professional

- Collaborates with the Director, Human Resource Management & Administration in the development of Human Resource Development policies for the Institute; Reviews and recommends amendments to human resource development policies and strategies based on the impact of implementation and ensures their alignment with the Institute's strategic objectives and practices;
- Collaborates with other practitioners in the HRM&A Department to facilitate the design and implementation of HR strategies and programmes in a seamless and synergetic manner;
- Participates in the development of the corporate and operational plan and budget for the Department;
- Collaborates with the Director, HRM&A in the development of the annual training plan and budget for the Institute; Conducts periodic cost and productivity analyses and initiates and/or makes recommendations for changes where necessary to achieve established goals;
- Provides direction in the development/revision of curriculum for training programmes, training needs assessments and other activities to support the effective design and delivery of training interventions.
- Develops and utilizes appropriate tools/matrices to evaluate the effectiveness of human resource development activities and inform decision making;
- Manages the administration of the succession planning programme;
- Designs and manages a professional and leadership development programme that enhances and reinforces a high performance culture and supports the succession planning programme;
- Leads the development and implementation of the Institute's orientation programme to provide new

recruits with an understanding of the Institute's role and function and facilitates quick and smooth transition into the Institute's culture; periodically reviews the programme to ensure relevance to the needs of new recruits;

- Establishes effective working relationship with line managers to learn more about the business of the Institute in order to provide appropriate advice on human resource development issues;
- Collaborates with line managers in the identification of scarce skills and critical competencies necessary to achieve the Institute's strategic objectives;
- Leads in the maintenance of a skill/competency database including key positions and talents for the Institute; Oversees and ensures the maintenance of employees' training and development records;
- Coordinates the development of a pool of internal trainers to conduct specific training in their areas of expertise;
- Participates in the design/review of the Institute's Performance Management system;
- Ensures that effective communication mechanisms are utilised in the advertisement of all training and development opportunities;
- Liaises with the Director, Organizational Development in periodically reviewing and analysing the Institute's manpower needs and makes recommendations to management for adjustment to the Institute's and manpower where necessary;
- Develops in collaboration with Director HRM&A, Executive Director and MNS, a project plan for the development of the PMAS in the Institute, and manages/supports the designated project team through to implementation;
- Ensures knowledge of the PMAS through the design and conduct of PMAS sensitisation sessions within the Institute;
- Facilitates Unit Work Plan sessions as necessary;
- Develops and maintains customised PMAS manuals, templates, forms, policies and procedures for the Hospital, in keeping with the PMAS guidelines;
- Participates in the delivery of training for newly appointed managers and supervisors with respect to their responsibilities under the PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff;
- Ensures that staff eligible for an increment/award are identified, and the relevant HR officers and payroll notified in the stipulated timeframe;
- Participates in the work of the Internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Keeps abreast of current and emerging performance management, human resource development trends and best practices and utilizes them for continuous improvement of the overall human capital development within the Institute;

Performance Standards:

- HR training and development programmes are designed, delivered and administered in a fair and equitable manner and support the strategic objectives of the Institute;
- Advice, guidance and technical support provided to the Institute are sound and in line with the Government's priorities and direction;
- PMAS documents, guidance and training provided are in accordance with the established principles as outlined in the guidelines issued by the Office of the Cabinet;
- Adequate and appropriate support is provided to the line manager;
- Training plans are effectively implemented and appropriate cost containment measures are initiated as necessary;
- Working relationships with stakeholders strengthened and maintained, and advice and guidance readily available to the Institute;

Required Competencies (Core and technical to be specified):

- Integrity and confidentiality;
- Ability to exercise sound judgement;
- Strong customer orientation skills;
- The ability to prioritize amongst conflicting demands;
- Excellent HR/ People Management skills;
- The ability to motivate and influence others;
- Strong leadership skills;
- Excellent inter-personal, oral and written communication skills;
- Excellent critical thinking, analytical and problem solving skills.

Special conditions associated with the job:

- Typical office environment, no adverse working conditions;
- Participation in retreats/meetings outside of normal working hours may be required from time to time;
- May be exposure to hazardous chemical and/or situation

Authority:

- Determine the content of general HR Development/Training and PMAS communication within the Institute;
- Agree with managers timelines for the conduct of requested interventions;
- Recommend approaches to the execution of Training and PMAS interventions;
- Recommend Training and PMAS related procedures specific to the Institute;
- Recommend, as a member of the Internal Recognition and Reward Committee, rewards to be given to staff;
- Enforce the acceptable quality standards for work plans;

Minimum Required Education and Experience

- First degree in HRM, Business or Public Administration or equivalent professional qualification.
- Three (3) years' experience in a HRM or management capacity
- Specialized training in employee Performance Management

Interested persons should forward their application and résumé **NO LATER THAN Friday, December 14, 2018** to the:-

**Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6
Email: vacanciesfslab@gmail.com**

Please note that we thank all for responding but only shortlisted applicants will be contacted.