



Jamaica Defence Force (Civilian)

EXTERNAL ADVERTISEMENT – RE-ADVERTISED

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the Jamaica Defence Force (JDF):

1. Senior Human Resource Officer, Occupational Health and Welfare/Wellness (GMG/SEG 1) (**Vacant**) – **Human Resource Management & Administration Section**
Salary Range \$1,640,253.00 - \$1,949,746.00 per annum and any allowance(s) attached to the post.
2. Driver (LMO/DR 1) (3 posts) (**Vacant**) – **Human Resource Management & Administration Section** Salary Range \$581,308.00 - \$690,664.00 per annum and any allowance(s) attached to the post.
3. Guard (PTSG/PX 2) (**Vacant**) – **Military Stores Depot**
Salary Range \$745,250.00 - \$843,182.00 per annum and any allowance(s) attached to the post.

HUMAN RESOURCE MANAGEMENT & ADMINISTRATION SECTION

Senior Human Resource Officer, Occupational Health and Welfare/Wellness (GMG/SEG 1) – Vacant

Under direction of the Director – Human Resource Management and Development, the Senior HR Officer – Occupational Health & Welfare/Wellbeing manages the development of the strategies that foster a safe and healthy workplace. Additionally, the post holder also manages worker health and wellbeing, innovation, and practical application of legislation to continuously improve high safety performance and standards.

KEY RESPONSIBILITIES

- Creates business planning across the HRM Team including development and implementation of Occupational Health and Welfare/Wellbeing Plan, and business plans actions, consistent with Divisional direction;
- Develops, reviews, updates and executes Occupational Health and Welfare/Wellbeing operational protocols, goals and business plans that ensure continued legislative and regulatory compliance, Employee Assistance Programme, inter alia;
- Supports the development, review and continuous improvement of the Occupational Health and Welfare systems, and practices to ensure standards would comply with framework and legislative requirements and frameworks;
- Strengthens the effective implementation of the Occupational Health and Welfare management system and champion for running a high safety culture throughout JDF;
- Manages and conducts systems audits, implement corrective actions, provide support and advice to continuously improve Occupational Health and Welfare performance;
- Establishes the development and implementation of the Occupational Health and Welfare/ Wellbeing function to meet organisational requirements;
- Collaboratively assist, coach, influence and support Managers and Supervisors to make informed decisions which improve Occupational Health and Welfare/Wellbeing performance;
- Establishes the development of systems to monitor, track and report workplace injuries, near misses, and safety performance;

- Manages incident investigation procedures and ensure the identification of root causes and suitable corrective actions;
- Manages compliance processes with relevant statutory regulations including the requirements of the Factories Act, Occupational Health and Safety Act 2017, Employee Assistance Programme, National Workplace on HIV/Aids and related frameworks;
- Develops and drives critical risk controls, assessments, plans, policies and procedures to continuously improve safety performance of the JDF's civilian cadre;
- Actively participate in the WHS & Wellbeing team to drive safety performance across Council
- Researches/Identifies and recommends health, safety and environment training and development activities and promotions;
- Manages data and analytics to measure the effectiveness of Occupational Health and Welfare/Wellbeing tools and policies, and understand the landscape for further improvement;
- Provides timely and systematic advice and reporting to the Manager, HRM and related stakeholders on all aspects of operation of the Occupational Health and Welfare/Wellbeing systems including: Performance indicators; Management of Incidents and Issues arising;
- Cultivates and maintains industry links by means of journals, workshops, seminars and conferences as agreed with senior management;
- Develops and maintains co-operative, appropriate and effective working relationships and networks with internal and external stakeholders;
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities;
- Remains aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.
- Provides management and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of direct reports and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Entity to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.
- Participates in the development of the strategic direction of the JDF's civilian establishment;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;
- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed.

OTHER RESPONSIBILITIES:

- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Good knowledge of the principles of public sector management;

- Sound knowledge of Human Resource Management principles and practices;
- Good knowledge of the Public Service Regulations;
- Good knowledge of legislations (Occupational Health & Safety), regulations policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Good knowledge of and experience in GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances;
- Ability to identify issues and propose solutions;
- Ability to confidently interact with staff at all levels and build strong business relationships

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Training in Occupational Health and Safety would be an asset
- Three (3) years' experience in a Human Resource Management environment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Typical working environment;
- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings;
- May be required to work long hours;
- May be required to work on weekends and public holidays;
- Office located some distance from the main entrance;
- May be subjected to search based on JDF's rule;

Driver (LMO/DR 1) – Vacant (3 posts)

Provision of efficient and effective transportation services to support the Human Resource Management & Administration Section in achieving its strategic objectives.

KEY RESPONSIBILITIES

1. To deliver mails /packages and other assets on behalf of the Unit in a timely manner:

- Assists in the delivery and collection of mail to and from public and private offices;
- Delivers correspondence to government authorities and assists in processing various documents;
- Drives fleet vehicles to deliver mails;
- Transports staff as scheduled to designated locations;

2. To ensure that vehicle is in good condition in order to provide safe and reliable transportation services:

- Checks and add fuels, lubricants, hydraulic fluid and distilled fluid to batteries prior to departure;
- Determines when and what kind of maintenance the vehicle needs and keeps track of general maintenance schedules;
- Inspects vehicles for wear and tear, malfunction and damage;
- Performs minor maintenance tasks on assigned vehicle(s) as required and recommends when vehicles are in need of servicing;
- Checks vehicles to ensure that mechanical, safety, and emergency equipment are in good working order;
- Ensures that vehicles are adequately fueled before driving;
- Establishes alternate routes with Director, Human Resource and Administration in case of hazardous conditions in lieu of designated routes;
- Ensures that the vehicles are cleaned and suitable to transport participants and staff;
- Monitors and secures vehicles, accessories, equipment and tools.

3. To comply with applicable policies and procedures when in possession of the JDF's vehicle:

- Maintains logs of working hours and of vehicle service and repair status;
- Reports vehicle defects, accidents, traffic violations, or damage to the vehicles to Supervisor;
- Reports orally and in writing all accidents to the Police Station and Supervisor;
- Ensures detailed and accurate information from other parties involved in the accidents are received;
- Makes arrangements in conjunction with the relevant JDF personnel to have vehicles towed whenever there is an accident or vehicles are disabled;
- Returns vehicles to the respective parking area as well as keys to the relevant JDF personnel after use;
- Delivers copies of Log Sheet each month to the relevant JDF personnel;
- Locks all doors and carries the keys when leaving the vehicle unattended;
- Observes all applicable traffic laws;
- Drives vehicles in compliance with internal rules and road traffic regulations;
- Reports malfunction, damage or defects to Supervisor;
- Completes the relevant requisition form for fuel and minor parts;
- Secures assigned advance fuel cards and submits receipts to the relevant JDF personnel after use;

OTHER RESPONSIBILITIES:

- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Ability to read, understand and adhere to the rules and regulations of the Road Codes and JDF Transport Policy
- Ability to drive a multi-passenger vehicle safely and appropriately, including ability to read and interpret road signs
- Proper vision
- Good driving record
- Willingness to adhere to instructions given
- Ability to establish effective professional relationships with internal and external customers
- Ability to recognize vehicle maintenance needs
- Knowledge of basic automotive maintenance procedures

MINIMUM QUALIFICATION AND EXPERIENCE:

- Secondary level education
- Two (2) years related work experience
- Possess general drivers licence issued by Island Traffic Authority (7500 kg);
- Completed course in defensive driving as an asset;

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Normal working environment;
- Required to be rotated within similar capacity for short/long term;
- May be required to work beyond the normal working hours;
- Office located some distance from the main entrance;
- Subjected to search based on JDF's rule

MILITARY STORES DEPOT

Guard (PTGS/PX 2) – Not Vacant

The incumbent is responsible for accurately logging in and out vehicles, monitoring pedestrian and vehicular traffic as well as other items entering the Unit in keeping with the policies and operations of the Unit.

KEY RESPONSIBILITIES

1. **To ensure that accurate and effective logging and monitoring of items, vehicles and that traffic is monitored in accordance with the stipulated standards and guidelines;**
 - Guards and secures premises by monitoring all entrances and fencing.
 - Routinely inspects the property for any suspicious activities.
 - Checks all doors in and outside of buildings to be sure they are locked when vacant, locks doors found to be left unlocked
 - Notifies supervisor of any situation requiring immediate or prompt attention
 - Checks Gate Pass and items leaving the Unit accurately;
 - Logs motor vehicles entering and leaving the Unit;
 - Lifts security barrier to allow entry and exit from Unit
 - Checks items entering and leaving the Unit.
 - Monitors and controls pedestrian and vehicular traffic;

OTHER RESPONSIBILITIES:

- Performs other related functions assigned.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Thorough and accurate in undertaking tasks.
- Organizing Skills
- Surveillance and observation skills
- Knowledge of public safety, security operations and procedures

MINIMUM QUALIFICATION AND EXPERIENCE:

- Four (4) passes in GCE "O" Level, CXC or equivalent, including English Language and a numeric subject.
- Certificate in Industrial Security Operations NVQJ Level 1
- Two (2) to three (3) years' experience in a similar position.

Interested persons should forward their applications and résumés via email to joboppsjdfciv@mns.gov.jm **NO LATER THAN Tuesday, August 23, 2022 to:**

**Director, Human Resource Management & Administration
Human Resource Management & Administration (Civilian) Section
Jamaica Defence Force
Up Park Camp
Kingston 5**

Persons who have previously applied for these positions need not re-apply.

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