



We invite all suitably qualified candidates to apply for the post of **Director, Human Resource Management & Development (GMG/SEG 3) (\$5,198,035- \$6,990,779) per annum.**

Job Purpose

The incumbent leads the implementation and institutionalisation of a best practice Employee Performance Management (EPM) process for the Authority and makes available training and development interventions to address the competency and skills gaps emerging from the on-going management of employee performance.

Strategic Focus

- To Support the Development of a strong and capable Authority, LHI and Economic Zone sector
- To support achievement of the Authority's Mission and goals, through the alignment of team and individual performance with the performance commitments outlined in the Authority's Annual Operating Plans (AOPs)
- To Effectively manage the Unit
- To determine and provide resources needed for the establishment, implementation, maintenance, and continual improvement of the quality management system.

Qualifications & Experience

- Master's degree in human resource management, Public Administration/Public Sector, Management, Industrial Relations, Organizational Psychology, Business Administration or related field from a recognized tertiary institution.
- At least 7 years of progressive experience in the Public or Private Sector with 4 years' experience in HRM.
- Previous experience in Administering Learning and Development Programmes or in the Teaching service
- Experience in planning, organizing and managing projects to deliver desired outcomes.

Specific Knowledge & Skills

- ICT literacy and excellent knowledge of Microsoft Office suite especially Microsoft Project.
- Excellent Facilitation Skills
- Previous experience in event management would be an asset
- Excellent command of written and spoken English
- Knowledge of computer office applications;

- Training in negotiating skills

Job duties and Responsibilities

To support achievement of the Authority's Mission and goals, through the alignment of team and individual performance with the performance commitments outlined in the Authority's Annual Operating Plans (AOPs)

- Facilitates consensus by the Authority's Leadership Team on proposals for a best practice Employee Performance Management (EPM) Process (Goal Setting, Performance Management, Learning and Development, Succession Planning).
- Sources and implements an Employee Performance Management software application that enables the seamless execution of the EPM process.
- Provides Quality Assurance on the EPM process, continuously improves the process and institutionalises EPM as a fundamental dimension of "The JSEZA Way".
- Participates in the Corporate Planning process and ensures that the signed-off Corporate and Branch Performance Commitment Matrices are interfaced to the Goal Setting module of the EPM application.
- Reviews issues of non-compliance by Managers and staff and escalates the most serious violations to the Leadership Team for behaviour modification.
- Performs a quality assurance function on the EPM process to ensure conformance to standards.
- Serves as the second line Escalation Manager for disputes relating to the sign-off of performance assessments that could not be resolved at the Branch level.

To support the development of a strong and capable Authority

- Provides Authority staff with clarity on the Authority's Philosophy and Policies relating to learning and development and its connection to the advancement of staff within the organisation.
- Ensures that policy related information is published to the Authority's intranet site, updated when required, and is available to staff "on demand";
- Gather data from Business Partners on current and future hiring plans and skill needs.
- Creates and manage a list of approved training organisations and trainers
- Propose the delivery mechanism for each proposed learning event, and work with Procurement to source the provision of training services where outside providers are used
- Based on Business Partner training needs develops a draft of the annual training budget for the Authority to be supported by the JSEZA Fund
- Issues a 6-month rolling calendar of proposed training interventions
- Assess the ROI of training initiatives

To provide Strategic HRM Services to the Authority

- Arranges and facilitates the bi-annual "Staff Ranking" workshop to assess the "potential" of the agency's staff at Supervisor level and above, using the agreed core competencies of the Authority as the basis for assessment
- Ensures that there is a process for the review of job descriptions for agency roles to be triggered by specified events (restructuring and reorganisation of a function, process re-design, implementation of new enabling ICTs, modifications to the Authority's Competency model
- Provides quality assurance on the benchmarking of new positions created within the Authority to ensure that equity in the compensable value of jobs is maintained within the Authority
- Constitutes ad hoc Job Evaluation Panels to perform in-house job evaluations for new or modified positions

To effectively manage the Workforce Management Initiative of the Authority

- To facilitate MOU's
- Host meetings
- Strategic Partners

- Support the development of the National Workforce Development Framework

To effectively manage the Unit

- Agrees on tasks and targets for Direct reports
- Manages performance of team members on an on-going basis
- Conducts performance assessments of direct reports.
- Ensures that the Activities and Initiatives of the unit are adequately resourced.

Control of Documented Information

- Maintain documented information required by the International Standard to support the Authority's Quality Management System.
- Ensure documented information are available and suitable for use and is adequately protected.

Applications accompanied by résumés should be submitted **no later than Monday, 19 August 2024 to:**

**Manager, Human Resource Development and Management
Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.