Transforming Lives, Empowering Communities!

➢ DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT (GMG/SEG 1) – Headquarters

Job Purpose

Assist in planning and directing the Human Resource Management portfolio of the Jamaica Library Service so as to ensure effective administration of the Human Resource polices and procedures and maintain a harmonious industrial relations climate. Responsibilities include:

(a) Manage Performance Appraisal System
(b) Recruitment and Placement
(c) Retirement Benefit Processing
(d) Employee Records Management
(e) Administration of employee welfare and benefits
(f) Policy Development and Strategic Planning

Minimum Required Qualifications and Experience

- Undergraduate Degree in Human Resource Management or Management Studies majoring in Human Resource Management. Formal training in Industrial Relations,
- Three to five years' experience at management level in a large service organization with exposure to all aspects of Human Resource Management.

Required Knowledge, Skills and Competencies

- Sound knowledge of Public Sector Human Resource policies and procedures, particularly those related to Public Service Pension Scheme, Recruitment and Selection
- Sound knowledge of government regulations such as Public Service Regulations, Staff Orders, Pension (Public Service) Act, 2017 and Labour Laws of Jamaica
- Excellent leadership and management skills
- Excellent interpersonal skills
- Excellent negotiating and problem solving skills
- Sound personal and professional integrity
- Excellent oral and written communication skills
- Excellent interviewing and research skills
- Computer literacy (Microsoft Office Suite, HRIS)
- Working experience in event planning

Salary Scale: $3,676,602.00 p.a. to $4,944,621.00 p.a.