



Ministry of  
Education & Youth

## CAREER OPPORTUNITIES

**JOB TITLE :** **DIRECTOR, SCHOOLS' HUMAN RESOURCE MANAGEMENT (GMG/SEG 3) - (VACANT)**  
**DIVISION OF SCHOOLS' SERVICES/ OLD HARBOUR REGIONAL OFFICE, REGION 6**

### JOB PURPOSE:

Under the general direction of the Regional Director, the incumbent is responsible for the management and strategic development of the human resources, employee relations and benefits services for both academic and non-academic staff in public educational institutions in the regions. The incumbent will be responsible for ensuring the efficient, effective and timely delivery of services and adherence to the regulations, guidelines and policies relating to the management of schools and conditions of service and to ensure that a harmonious industrial relations climate is maintained between personnel in schools and the Ministry. The incumbent will also be responsible for the identifying risks and develops risk mitigation strategies for all operations.

### REQUIRED EDUCATION AND EXPERIENCE:

- Master's Degree in Human Resource Management;
  - Bachelor's Degree in Human Resource Management with at least five (5) years' experience in Human Resource Management of which three (3) should be at a supervisory Level;
- OR
- BSc Social Sciences/ Management with specialized courses in Human Resource Management;
  - Five (5) years progressive work experience in Human Resource Management, of which two should be at the management level;
  - Public sector experience would be an asset.

### REMUNERATION PACKAGE:

\$5,198,035.00 - \$6,990,779.00 per annum (GMG/SEG 3) Salary Scale, Pay Band 9





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## CAREER OPPORTUNITIES

Interested persons are invited to submit applications with résumés no later than Tuesday, October 8, 2024 to the address presented below.

Director – Human Resource Management  
Ministry of Education & Youth  
2 National Heroes Circle,  
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

[CLICK HERE TO APPLY](#)

The job descriptions are attached to this email.



**MINISTRY OF EDUCATION, YOUTH & INFORMATION  
REGIONAL EDUCATIONAL SERVICES BRANCH  
JOB DESCRIPTION AND SPECIFICATION**

|                          |   |
|--------------------------|---|
| <b>JOB TITLE:</b>        | Director, Schools' Human Resource Management  |
| <b>JOB GRADE:</b>        | GMG/SEG 3   |
| <b>POST NUMBER:</b>      |   |
| <b>DIVISION/BRANCH :</b> | Division of Schools' Services/Regional Educational Services Branch  |
| <b>SECTION:</b>          | Schools' Human Resource Management  |
| <b>REPORTS TO:</b>       | Regional Director   |
| <b>MANAGES:</b>          | Snr. Human Resource Officer – Employee Relations & Benefits<br>Snr. Human Resource Manager – Human Resource Management<br>HRMIS Manager<br>Customer Relations Officer<br>Administrative Assistant |

**Strategic Objectives of the DSS:**

To provide strategic, professional, leadership, advice and direction to ensure the achievement of student learning and the development of the nation's human resources

**Job Purpose**

Under the general direction of the Regional Director, the incumbent is responsible for the management and strategic development of the human resources, employee relations and benefits services for both academic and non-academic staff in public educational institutions in the regions. The incumbent will be responsible for ensuring the efficient, effective and timely delivery of services and adherence to the regulations, guidelines and policies relating to the management of schools and conditions of service and to ensure that a harmonious industrial relations climate is maintained between personnel in schools and the Ministry. The incumbent will also be responsible for the identifying risks and develops risk mitigation strategies for all operations.

## **Key Outputs**

- Annual Operations Plan prepared
- Technical advice on Human Resource matters provided
- HRM component for Regional Corporate drafted.
- Annual Budget prepared and managed
- Appointments of academic and non-academic staff managed.
- Human resource records and data maintained and managed
- Employee benefits and welfare managed
- Negotiations conducted
- Processes developed for the implementation of Collective Bargaining Agreements
- Implementation of Collective Bargaining Agreements monitored
- Performance and other reports prepared and submitted.
- Customer relations managed
- HRMIS managed
- Staff Performance Appraisals conducted
- Human resource operational audits for schools managed
- Risk mitigation strategies developed and implemented

## **Key Responsibility Areas**

### **Technical/Professional Responsibilities**

- Directs the initiation and processing of Human Resource actions for principals, teachers and non-teaching staff in the Region, including appointments, promotions, secondments ensuring compliance with established systems and procedures;
- Provides technical and policy advice to Board Chairmen, Regional Director, Education Officers, Principals and staff in the interpretation of Human Resource regulations relating to teaching and non-teaching staff in the public school system;
- Directs and ensures the timely approval of all types of leave and that information/policy regarding leave is properly disseminated;
- Ensures systems are in place for the collection and information/data submitted to access medical and other benefits and maintains retention;

- Directs and manages the review of applications and the assessment of education, training and experience to determine placement in salary scales and/or the accuracy of compensation, in accordance with established systems and procedures;
- Liaise with Principals in the review and development of Job Descriptions of senior teaching staff to ensure correction of data collected of jobs in meeting the needs of the schools;
- Ensures the implementation of collective bargaining agreements at the regional level to ensure compliance by:
  - i. Collaborating with all Regional HR Directors in the drafting of process design for the effective administration of benefits as derived from collective bargaining agreements
  - ii. Ensuring that new or revised policies/ processes are implemented by the staff and fully understood;
  - iii. Monitoring and reviewing benefits administration against developed implementation guidelines
  - iv. Initiating corrective action(s) as required and keeps the Regional Director advised of trends and changes.
- Reviews and approves requests from schools for payment of various allowances to staff;
- Ensures accuracy in the calculations of all compensation matters;
- Ensures the maintenance of Human Resource records for principals, teachers and non-teaching staff;
- Participates as a member of the negotiating team dealing with collective bargaining and other industrial relations matters;
- Reviews documentation for industrial relations negotiations;
- Liaises with the Legal Officers re the interpretation of regulations or matters that could involve litigation, such as injury to staff or forgery of documents etc.
- Liaises with organisations and bodies representing teaching and non-teaching staff, such the Jamaica Teachers' Association (J.T. A.) to arrive at or ensure consensus on Industrial relation matters;
- Organizes workshops and seminars for Board Chairmen, Principals and Administrative Staff at schools in the Region;
- Monitors and assesses staffing within Public Educational Institutions to ensure that they are staffed according to the approved pupil ratio and approve additional staff as required;
- Ensures that the terms and conditions of employment of teaching and non-teaching staff and agreements reached under the collective bargaining agreements are adhered to;
- Requests convening of Medical Board in order to determine fitness for further service or the

granting of leave on medical grounds;

- Checks and signs correspondence for teaching and non-teaching staff;
- Establishes Management Controls by approving and processing requests for replacement of teaching and non-teaching staff as per Ministry regulations and guidelines;
- Ensures the conduct of human resource operational audits in schools;
- Advises individual school personnel of all benefits for which he/she is eligible in keeping with the conditions of service in force from time to time.
- Identifies risks related to the operations of HRM and develops appropriate risk mitigation strategies for each area of the operations.

### **Management/Administrative Responsibilities**

- Participates and drafts HRM inputs in the preparation of the Corporate Plan for the Region;
- Prepares and manages the budget for the Schools' Human Resource Section, ensuring that expenditure is kept within approved budget;
- Provides advice to the Regional Director on matters concerning the welfare and conditions of service of schools' personnel and participate in planning improvements;
- Provides direction to staff of the RES Branch – plans, organises, directs and control work programmes; assigns duties to staff; monitors staff progress;
- Leads and manages the Schools Human Resource branch in the achievement of its objectives;
- Manages and administers the implementation of the Human Resource policies in keeping with the Education Regulations and approved regulations/ guidelines by the competent authorities;
- Supports the manpower requirement of all public education institutions in the Region;
- Represents the Regional Office at meetings, as required;
- Prepares and submits performance and other reports to the Regional Director;
- Leads negotiations with Trade Unions/staff associations as required;
- Ensures that the personal record management system/database (HRMIS) is updated and maintained;

- Undertakes planning with senior staff to determine targets and goals for the activities of the Branch, ensuring standardization of accompanying procedures;
- Maintains network links with the HR practitioners within the regional offices to keep abreast of new developments and best practices;

## **HR Responsibilities**

- Develops and manages the performance of the Schools' Human Resource Management Section and its staff, through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance.
- Participates in the recruitment and selection of staff, and recommends movement when appropriate.
- Recommends vacation leave and approves sick and departmental leave for staff in the Section, and participates in the administration of staff benefits in keeping with established human resource policies.
- Recommends/ administers disciplinary action in keeping with established human resource policies.
- Conducts monthly and other ad hoc staff meetings as required.
- Ensures staff adheres to the policies and procedures of the Ministry and the Region;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently.
- Collaborates with the Corporate Services Branch in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the Unit, and personal development and career advancement of employees.
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Conducts periodic reviews of supervisees based on performance assessment criteria and prepares performance management reports;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively.
- Identifies areas where Human Resource improvements are needed and develops proposals to rectify same;

## **Other**

- Performs other related duties as assigned by the Regional Director.

## **Performance Standards**

- There is full compliance with the Education Code of Regulations and the Ministry's' Regulations and Guidelines.
- The Budget is prepared within agreed timeline and expenditure is kept within approved limits.
- Personnel Records are updated and securely maintained
- The implementation of the Collective Bargaining Agreements is monitored to ensure compliance.
- Efficient administration is reflected in the performance of the Schools' Human Resource Section.
- Confidentiality of information obtained on the job is preserved.
- Advice given is technically sound.
- Performance and other reports are accurate and submitted on a timely basis.
- Human Resource reports are submitted within established timeframe and is comprehensive and accurate;
- Industrial relations best practices and procedures implemented and maintained in keeping with established standards;

## **Internal And External Contacts (specify purpose of significant contacts)**

### **Within the Ministry of Education**

| <b>Contact (Title)</b>                      | <b>Purpose of Communication</b>                              |
|---|--|
| Legal Officers                              | To obtain legal advice.                                      |
| Accounts Section                            | Liaison re payments to teachers and administrative staff.    |
| Pensions Unit                               | Queries on status of pension processing                      |
| Tertiary Unit                               | Queries re appointments of staffing in Tertiary institutions |
| Teachers' Salaries Section                  | Re salary matters  |
| Schools Personnel & Administration Services | To obtain information  |
| Other Regional Offices                      | To share information   |

### **Contacts external to the organisation required for the achievement of the position objectives**



| <b>Contact (Title)</b>                     | <b>Purpose of Communication</b>  |
|--|--|
| Board Chairmen, Principals & teachers      | Collaborations on matters relating to employment and conditions of service |
| Ministry of Finance and the Public Service | Queries re loans, duty concessions, etc.                                   |
| Teachers' Services Commissions             | Collaboration re appointments.   |
| Jamaica Teachers Association               | Collaboration on conditions of service of teaching staff.                  |
| Ministry of Health                         | To request convening of Medical Boards                                     |
| Administrator General's Dept.              | Queries re pension benefits  |
| Trade Union                                | Negotiations/Information   |

## **Required Competencies**

### **Core**

- Excellent analytical and problem solving
- Excellent leadership skills
- Ability to demonstrate professionalism and integrity
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent customer relations skills;
- Excellent teamwork building skills;
- Excellent knowledge in the relevant computer applications;
- Excellent planning and organizing skills

### **Technical**

- In-depth knowledge of the Education Code of Regulations
- In-depth knowledge of the Ministry's' Regulations and Guidelines
- Knowledge of the Education Act
- Knowledge of the Labour Relations and Industrial Disputes Act
- Knowledge the Employment (Termination and Redundancy Payment) Act
- Knowledge of all Unions/Staff Agreements
- Excellent supervisory management skills.

## **Minimum Required Education and Experience**

- Master's Degree in Human Resource Management
- Bachelor's Degree in Human Resource Management with at least five (5) years' experience in Human Resource Management of which three (3) should be at a supervisory Level.

**OR**

- BSc Social Sciences/ Management with specialized courses in Human Resource Management.
- Five (5) years progressive work experience in Human Resource Management, of which two should be at the management level.
- Public sector experience would be an asset.

**Authority To:**

- recommends policy proposals to improve efficiency and effectiveness of the Ministry;
- recommends Human Resource intervention strategies to promote effectiveness and efficiency;
- recommends disciplinary actions for infraction by staff;
- signs Performance Management reports;
- approve expenditure within assigned limit
- access highly confidential and sensitive information.
- approve Sick/ Departmental leave
- recommend Vacation Leave

**Specific Conditions Associated With the Job**

- Normal office environment
- Required to work beyond Normal working hours
- Required to visits schools in the Regions
- Required to possess a reliable motor vehicle and a Valid Driver's Licence.
- Works under continuous stress to complete assignments