



Ministry of Education, Skills, Youth and Information

CAREER OPPORTUNITIES HUMAN RESOURCE DEVELOPMENT SECTION CORPORATE SERVICES DIVISION

JOB TITLE : DIRECTOR, HUMAN RESOURCE DEVELOPMENT (GMG/SEG 3) NON-VACANT

JOB PURPOSE:

Under the leadership and general direction of the Senior Director- Human Resource Management and Development, the Director- Human Resource Development is responsible for strategically managing the Ministry of Education's training and development programmes that prepares employees to meet the needs of the Ministry and foster a culture of learning and productivity.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resource, Business/ Public Administration or equivalent professional qualification with five years (5) experience working in a related field, three (3) of which should be in a supervisory category
- Specialized training in Government of Jamaica Performance Management and Appraisal System
- Training in Supervisory Management would be an asset

REMUNERATION PACKAGE:

\$5,198,035.00 - \$6,990,779.00 per annum





Ministry of Education, Skills, Youth and Information
CAREER OPPORTUNITIES

Interested persons are invited to submit applications and résumés addressed to the following no later than Tuesday, June 23, 2026:

Director – Human Resource Management
Ministry of Education, Skills, Youth & Information
2-4 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 description is attached.



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Director, Human Resource Development
JOB GRADE:	GMG/SEG 3
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services Division
SECTION/UNIT:	Human Resource Development
REPORTS TO:	Senior Director, Human Resource Management & Development Branch
MANAGES:	Senior Training and Development Officer x 2 Training and Development Officer x 2 Administrator

Job Purpose:

Under the leadership and general direction of the Senior Director- Human Resource Management and Development, the Director- Human Resource Development is responsible for strategically managing the Ministry of Education training and development programmes that prepares employees to meet the needs of the Ministry and foster a culture of learning and productivity.

Key Outputs:

- Individual Work plans developed
- Human Resource Development policies & strategies developed/implemented/monitored
- Operational Plans prepared
- Training Budget developed and managed
- Training needs Assessment directed
- Internal and External Training and development activities managed/coordinated
- On-boarding and Orientation mechanisms developed and directed
- Annual/ Quarterly/Monthly performance reports prepared
- Technical advice and recommendation provided
- Staff coached and Performance Appraisals conducted

Key Responsibility Areas:

Technical/Professional Responsibilities:

- Directs the design, implementation and monitoring of Human Resource Development business processes and service level agreements to support the achievement of the Ministry's strategies, policy priorities and programmes;
- Manages training programmes ensuring relevance to the Ministry of Education and Youth goals and objectives and/or the employees' career development;
- Designs the development of training and other human resource manuals;
- Directs the maintenance of a database containing training providers and resource personnel and procures their services in accordance with established procedures;
- Directs the implementation and monitoring of mechanisms to foster career guidance, counselling and people development initiatives;
- Leads assessments of the Ministry of Education's general training needs for all categories of workers and develops strategies to fulfil these needs;
- Directs the arrangements for local and overseas training programmes/courses;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities and keeps employees informed of available training;
- Leads the maintenance of an employee development programme, which provides opportunities for maximizing the potential of employees and for identifying career development, in collaboration with managers/directors;
- Directs the designs of training programmes and materials for in-house courses, in collaboration with Heads of Divisions/Branches/Units;
- Prepares and reviews submissions for the training and development interventions of employees to the Human Resource Management Committee (HRMC) or Human Resource Executive Committee (HREC) for consideration;
- Undertakes specific aspects of in-house training for selected categories of employees and coordinates the implementation of training by other officers to ensure that objectives are met;
- Directs the design, implementation and maintenance of onboarding and orientation interventions to ensure transfer of organisational ethos and culture;
- Designs, implements, monitors and evaluates evidence-based approaches to manage internal metrics and statistics relating to HRD business processes;
- Prepares the annual financial needs for training and makes the necessary submissions for inclusion in the Budget;

Management/Administrative Responsibilities:

- Develops Section's Annual Budget and Operational Plans and conducts periodic cost and productivity analysis and initiates and/or makes recommendations for changes where necessary to achieve established goals;
- Prepares Annual Work Plan in accordance to PMAS standards;
- Keeps abreast of new developments within the ministry in order to support ongoing training

- Keeps abreast of trends and changes in training methodologies and technology, career and professional development to ensure adherence to international standards and competitiveness.
- Utilizes the HRMIS and any other relevant information system to produce reports and identify trends; ensures that trends in the workforce such as demographics are appropriately considered in the design and delivery of all human resource development programmes;
- Leads, prioritises and manages the day-to-day operation of staff to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Builds and maintains professional relationships with external and internal clients of the Ministry;
- Reviews best practices and recommends strategies that will improve the inventory maintenance function;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware and adheres to the policies, procedures and regulations of the Ministry of Education and Youth;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture is identified and provided for productive work;
- Prepares monthly and annual reports;
- Performs any other related duties assigned by the Senior Director, Human Resource Management & Development Branch.

Human Resource Responsibilities:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section 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 Section;
- 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 division 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.
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Performance Standards:

- HRD Policies and Procedures administered and monitored in keeping with established guidelines and timeframes;
- Staff trained and developed in accordance with agreed andragogy standards and timeframes;
- Training Budget developed and managed in accordance with agreed standards and timeframes;
- Internal & External Training Programmes designed and coordinated in keeping with agreed standards and timeframes;
- Training needs assessment is carried out in a timely manner and effectively identifies training gaps;
- On-boarding and Orientation programme is effective and timely;
- Training materials and delivery methods are relevant to target audience.
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Technical advice and recommendation provided are evidence-based and provided in the agreed timeframe;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Staff managed according to GOJ HR, and other established practices and performance appraisals and reviews/coaching done and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts (specify purpose of significant contacts):

Within Ministry

Contact (Title)	Purpose of Communication
Permanent Secretary	To provide information
Principal Director- Corporate Services	<ul style="list-style-type: none">• Provide advice and contribute to decision making;• Identify emerging issues/risks and their implications, and propose solutions;• Receive guidance and provide regular updates on key People issues and priorities.
Strategic Planning Unit	Collaborate, exchange information, provide strategic advice, support and feedback in the development of Corporate & Operational Plans
Senior Executives/Management in Divisions	To obtain/share information and collaborate on work initiatives
General Staff	<ul style="list-style-type: none">• Develop and maintain effective relationships• Provide expert advice and exchange information

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

Contact (Title)	Purpose of Communication
Office of the Services Commissions	To receive guidance and provide information.

Ministry of Finance and the Public Service	To provide and exchange information and receive expert advice
Training Institutions/Contractors, suppliers and providers of services	Monitors TOR for goods and services and related interventions; Exchange of information.
General Public	Collaborate on matters, exchange information, provide advice and seek feedback

Required Competencies:

Core:

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;

Technical:

- Good knowledge of Andragogy/Adult Learning strategies and practices;
- Good knowledge of HRM&D/People Principles and Techniques;
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM&D/People functioning, for example Public Service Regulations, Records & Information Management Policies, Access to Information, SHRMD Policies, etc.;
- Good Knowledge of GOJ ICT policies and systems;
- Good knowledge of programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Education and Experience:

- Bachelor's degree in Human Resource, Business/ Public Administration or equivalent professional qualification with at five years (5) experience working in a related field, three (3) of which should be in a supervisory category
- Specialized training in Government of Jamaica Performance Management and Appraisal System
- Training in Supervisory Management would be an asset

Authority To:

- Approve expenditure within agreed limits
- Implement new measures and procedures to enhance the Ministry's strategic and technical capabilities
- Recommend relevant training and development programmes for direct reports to enhance knowledge and performance
- Administers procedures for the monitoring and reviewing of training/development programmes, systems and policies;
- Approve sick & departmental leave
- Recommend staff appointments, promotions, recruitment, disciplinary action , vacation leave and general welfare issues

Special Conditions Associated with the Job:

- Normal working condition
- Required to work beyond normal working hours in order to meet tight deadlines
- Required to have a valid Driver's Licence and a reliable motor vehicle.
- Required to travel island wide

