



Ministry of
Education & Youth

CAREER OPPORTUNITY



JOB TITLE:

DIRECTOR, INDUSTRIAL RELATIONS (GMC/SEC 3) - VACANT INDUSTRIAL RELATIONS SECTION CORPORATE SERVICES DIVISION

Under the general direction of the Principal Director, Corporate Services, the Director, Industrial Relations (IR) is responsible for administering all industrial relations matters for the Ministry, for the promotion of good labour practices and harmonious relations between leadership within the Ministry and its stakeholders such as staff, Trade Unions and Associations. The incumbent will also be responsible for directing, managing and leading the work of the Industrial Relations Section: identifying risks, evaluating and developing risk mitigation strategies and ensuring that the strategic goals and objectives are achieved in accordance with all guiding policies and regulations

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Management Studies, Human Resource Development/Management, Public Sector Management,
- Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Management with at least three (3) years in industrial relations.
- Training in Industrial Relations and Conflict Management would be an asset

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Salary Scale: \$5,198,035.00 to \$6,990,779.00 per annum
(GMC/SEC 3) Salary Scale, Band 9





Ministry of
Education & Youth

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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, JULY 31, 2026, TO THE ADDRESS PRESENTED BELOW.

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](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORM
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Director, Industrial Relations
JOB GRADE:	GMG/SEG 3
POST NUMBER:	
DIVISION:	Corporate Services
SECTION/UNIT:	Industrial Relations Section
REPORTS TO:	Principal Director, Corporate Services Division
MANAGES:	Manager, Industrial Relations - Central Ministry & Agencies (GMG/SEG 2) – 6262 Manager, Industrial Relations – Regions (GMG/SEG 2) (new post) Administrator (GMG/AM 2) - 7192

Strategic Objectives of the Corporate Services Division

To provide the Ministry with support functions of human resource management and development, procurement, documentation management and access to information, general administration, security, property management and administration, as well as to provide policy guidance and implementation support to educational entities.

Job Purpose:

Under the general direction of the Principal Director, Corporate Services, the Director, Industrial Relations (IR) is responsible for administering all industrial relations matters for the Ministry, for the promotion of good labour practices and harmonious relations between leadership within the Ministry and its stakeholders such as staff, Trade Unions and Associations. The incumbent will also be responsible for directing, managing and leading the work of the Industrial Relations Section: identifying risks, evaluating and developing risk mitigation strategies and ensuring that the strategic goals and objectives are achieved in accordance with all guiding policies and regulations.

Key Outputs:

- Industrial relations matters managed
- Industrial relations policies and procedures developed, communicated and maintained;
- Existing employee relations policies & strategies reviewed & amendments recommended
- Interventions strategies developed;
- Grievances and disputes procedures facilitated:
- Advice, guidance and interpretation on and of government policies and guidelines available to the Ministry and its agencies
- Annual Budget, Operational & Work Plans managed
- Workshops and Seminars conducted
- Research conducted
- Negotiations managed
- Risk identified
- Risk mitigation strategies developed & managed
- Standardized accountability measures established, implemented & managed
- Routine and special reports prepared
- Investigations conducted and reviewed
- Records Management System managed
- Staff coached and Performance Appraisals conducted

Areas:

Technical/Professional Responsibilities:

- Interprets and implements Government's Industrial Relations policies;
- Leads the management of all industrial relations matters for the Central Ministry, Agencies, Regional Offices and public education institutions;
- Ensures that new or revised policies are implemented and fully understood;
- Reviews and recommends amendments to existing industrial relations policies and strategies, ensuring policy alignment with the Ministry's strategic objectives, best practices, laws and regulations
- Provides accurate and appropriate advice to the Principal Director, Corporate Services on all Industrial Relations issues of the Ministry;
- Monitors the implementation of policies concerning wages and conditions of work to ensure compliance with terms and agreement of labour contract;
- Plans long-term strategies to mitigate risks of industrial actions and unintended consequences arising from disputes;
- Researches past arbitration decisions, grievances and analyses their effect on pending negotiations;
- Reviews legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Manages the grievance and disciplinary processes of the Ministry ensuring that laws, regulations, policies and procedures are adhered and facilitates the effective management of conflict by convening the appropriate meeting to review the matters arising;
- Directs the research and preparation of briefs and arguments for claims submitted by unions/staff associations for improvements in salaries, wages, fringe benefits and other conditions of service

issues, ensuring that all items of claims presented by unions/staff associations and individual staff members are appropriately followed through and are consistent with relevant policies and procedures;

- Establishes, implements and manages standardized accountability measures to control the overall management of Industrial Relations related matters and processes;
- Directs investigation into any reports of irregularities, takes corrective action where necessary and institutes precautionary measures geared towards minimizing or eliminate re-occurrence;
- Promotes the adoption of a consultation philosophy across the Ministry, as it concerns industrial relations, by:
 - ensuring that effective and varied communication mechanisms are established, maintained and utilised in the dissemination of information concerning staff;
 - establishing and maintaining feedback mechanisms for staff;
 - promoting the dissemination of information concerning staff in timely and appropriate ways;
- Promotes measures which would seek to minimise risk of occupational injury and illness in the workplace; develops and maintains a database of workplace injuries to identify trends and makes recommendations to enhance safety in the workplace; commissions investigations on the causes of work related injuries and work related fatalities;
- Directs and manages interventions into conflict management ensuring that appropriate policies, procedures and laws are followed when meetings are convened;
- Manages a comprehensive Records Management System to aid proper filing and security of files and the ease of access of all files and documents;
- Arranges and schedules meetings between grieving parties, supervisory and management personnel and disputants to investigate and resolve grievances and disputes, ensuring correct procedures are followed with a view to arrive at amicable settlements
- Provides reports on the analysis of results of actions taken at meetings and conferences and submits to Principal Director, Corporate Services
- Conducts meetings with union/staff associations and provides advice to the Principal Director, Corporate Services for the purpose of mediation, negotiations, arguments and clarification;
- Ensures that the Disciplinary Committees are in place and functional;
- Represents the Ministry at disciplinary/court hearings and investigations;
- Monitors and communicates bargaining agreements within the Ministry;

Management/Administrative Responsibilities:

- Represents the Ministry at meeting and Conferences
- Prepares and manages the Annual Budget, Operational & Work Plans for the Industrial Relations Section;
- Ensures that the work of the section is properly documented;
- Leads, prioritizes and manages the day-to-day operation of the Unit 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;
- Ensures that the necessary tools, equipment and furniture are identified and provided for productive work
- Prepares periodic reports to the Principal Director, Corporate Services to provide regular updates on the goals and accomplishments of the Section;

- Keeps abreast of current and emerging industrial relations trends and best practices and utilizes them for continuous improvement of the overall human capital development within the Ministry.
- Provides technical advice to Principal Director and other members of staff on industrial relation matters;

Human Resource Responsibilities:

- Develops and manages the performance of the Section and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging training, setting performance targets, monitoring performance providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Section by ensuring that established systems and procedures are documented and disseminated;
- 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;
- Recommends disciplinary action in keeping with established human resource policies;
- Reviews and approves individual work plans of direct reports of staff;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures that staff adheres to the policies and procedures of the Ministry;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

Other Duties:

Performs other related functions assigned from time to time by the Principal Director, Corporate Services

Performance Standards:

- Annual Budget, Work and Operational Plans are timely prepared and effectively managed;
- Advice, guidance and technical support provided to the Ministry are sound and in line with the government's priorities and direction;
- Accountability measures developed, implemented and managed are effective in accomplishing a comprehensive control of overall operations;
- Harmonious industrial relations climate is maintained;
- Grievance and disputes managed in accordance with laws and policies;
- The implementation of industrial relations decisions and human resource programmes/policies are timely;
- Industrial relations initiatives are developed, implemented, monitored and evaluated on an on-going basis.

- Information relevant to staff is communicated in a timely and effective manner;
- Working relationships with stakeholders strengthened and maintained, and advice and guidance readily available to the Ministry and its Agencies;
- Activities of staff are supervised so as to ensure the efficient and effect delivery of services;
- Comprehensive periodic and special reports and are prepared and submitted in a timely manner and according to required format;
- Internal records management and administrative systems are established and maintained to ensure the efficient and effective delivery of services
- Timeliness within which meetings, workshops and seminars arranged
- Performance Appraisals are conducted and submitted within the stipulated timeframe;
- Staff is managed and kept informed of all relevant information inclusive of new operational policies and procedures.

Contacts

Internal

Contact (Title)	Purpose of Communication
Divisional/Branch/Unit Heads	To provide guidance and receive information
Ministry Staff	To provide and obtain information
Internal Auditor	To provide information
MoESYI Agencies	To provide guidance and receive information

External

Contact (Title)	Purpose of Communication
Office of the Cabinet	To receive guidance and provide information
Office of the Services Commissions	To receive guidance and provide information
Ministry of Finance and the Public Service	To receive guidance and provide information on industrial relations matters
Unions/staff associations	To facilitate wage negotiations To enable the resolution of industrial relations matters To obtain input and collaborate in the dissemination of information
Ministry of Labour & Social Security	To receive guidance and provide information
Industrial Disputes Tribunal	To resolve current/pending conflicts
External Auditor	To provide information

Required Competencies:

Core:

- Excellent interpersonal, oral and written communication skills
- Integrity and confidentiality
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent coaching and counselling skills
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations
- Attention to detail
- Ability to motivate and influence others
- Strong leadership skills
- Excellent critical thinking, analytical and problem solving skills

Technical:

- Excellent knowledge of the Labour Laws of Jamaica
- Excellent knowledge of the Public Service Regulations and the Staff Orders and GOJ Grievance Policy;
- Knowledge in the use Microsoft Office Suite including Word, Excel, PowerPoint etc.
- Knowledgeable in GOJ HR principles and guidelines
- Good negotiating/mediation/conflict resolution skills;
- Ability to prioritize amongst conflicting demands
- Excellent IR/ People Management skills
- Excellent presentation skills

Minimum Required Education and Experience:

- Bachelor's Degree in Management Studies, Human Resource Development/Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Five (5) years' experience in a Human Resource Management with at least three (3) years in industrial relations.
- Training in Industrial Relations and Conflict Management would be an asset

Authority To:

- Access confidential information
- Conduct negotiations with unions and staff associations
- Recommend Industrial Relations intervention strategies to promote positive employee relations;
- Recommend policy proposals to improve efficiency and effectiveness of the Ministry;
- Conduct investigations
- Authorize payments within prescribed limits
- Recommend disciplinary action
- Recommend vacation leave
- Approve sick and departmental leave
- Recommend, approve staff benefits within prescribe limits

Special Conditions Associated with the Job:

- Normal working conditions
- May be required to travel locally and overseas
- May be required to work outside of normal working hours
- May be required to work on public holidays/weekends
- Required to possess a valid driver's licence and a reliable motor vehicle.
- Occasionally exposed to situations where personal safety and security may be at risk.