



**The National Family Planning Board a Statutory Agency
of the Ministry of Health seeks to recruit on a temporary basis (18 months) a**

Director Human Resource Management and Administration

Reporting to the Executive Director, the Director Human Resource Management and Administration will be responsible for directing, facilitating and monitoring of the day to day human resources management activities of the organisation. The incumbent will be required to support the entity in executing strategic initiatives to attract, develop and retain skilled and productive employees; management and reporting of organisation's procurement activities in keeping with the Government of Jamaica Procurement Guidelines and funding agency requirements and general administration.

The Director Human Resource Management and Administration will be required to:

- Manage all phases of the organisation's recruitment and selection activities for permanent and contract staff.
- Direct the benefits administration activities
- Assess training needs and manage the design, development and implementation of training and development programmes in keeping with the organisation's strategic objectives
- Develop and implement the organisation's succession plan.
- Promote employee health and safety
- Administer the organisation's grievance and disciplinary procedures.
- Serve as a resource to management, supervisors and employees on matters related to human resource rules, regulations, policies and procedures, including performance management, discipline and labour relations.
- Maintain the Human Resources Policies and Procedures Manual.
- Conduct exit interviews on the resignation of supervisory/managerial staff.
- Monitor human resource data for trends and provide reports, statistical information and recommendations to the Executive Director.
- Ensure that accurate human resource records and files are maintained and that confidential records are protected.
- Oversee the preparation of the organisation's Procurement Plan and monitor implementation to ensure adherence to deadlines, GoJ and funding agency requirements.
- Ensure that the required contraceptive levels are maintained and proper systems are in place for secure warehousing and distribution.

Qualifications

- First Degree in Human Resources Management, Management Studies or equivalent qualifications
- Five (5) years working experience in human resource management including three (3) years at a managerial level

Core Competencies

- Excellent interpersonal skills
- Excellent written and oral communication skills
- Good knowledge of customer services principles and techniques
- Good analytical skills
- Good judgment
- Time management
- Initiative
- Teamwork

Technical Competencies

- Sound knowledge of laws and regulations governing labour relations and human resource management in Jamaica
- Sound knowledge of GOJ Staff Orders
- Working knowledge of GOJ procurement policies and procedures
- Sound knowledge of human resource management principles, policies, procedures and practices
- Working knowledge of relevant computer packages including human resource management information systems
- Good counselling and interviewing skills
- Sound supervisory skills

Applications should be emailed to nfpbapplications@jnfpb.org to the attention of the Executive Director no later than Friday March 16, 2018.

We thank all candidates for responding, however, only short-listed applicants will be contacted.