



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

DIRECTOR, INDUSTRIAL RELATIONS (GMG/SEG 2) - (NOT VACANT)

HUMAN RESOURCE MANAGEMENT & ADMINISTRATION BRANCH

SALARY SCALE: \$1,927,065.00 - \$2,290,674.00 PER ANNUM
TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:

JOB PURPOSE:

The incumbent is responsible for administering all employee relations matters for the Ministry, for the promotion of good labour practices and harmonious relations between Management, Workers, Trade Unions and Associations

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Interprets and implements Government's IR policies;
- Ensures that new or revised policies are implemented and fully understood;
- Maintains network links with IR & HR practitioners to keep abreast of new developments and best practices;
- Identifies areas where industrial relations improvements are needed and develops proposals to rectify same;
- Provides accurate and appropriate advice to the Director, Human Resource Management and Administration on all Industrial Relations and staff welfare 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;
- Investigates health related complaints and prepares reports;
- Maintains and updates Emergency Response Plans and Procedures;
- Investigates and reports on accidents/incidents at the work place;
- Conducts Occupational Health & Safety seminars;
- 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;
- Designs, develops, conducts and analysis staff satisfaction surveys;
- Develops and implements recommendation arising from staff satisfaction surveys and other research;
- Researches and prepares briefs and arguments for claims submitted by unions/staff associations for improvements in salaries, wages, fringe benefits and other issues in relation to conditions of service;
- Reviews legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Arranges and schedules meetings between grieving parties, supervisory and management personnel to investigate and resolve grievances;
- Meets with disputants to address industrial disputes;
- Prepares report on result of actions taken at meetings and conferences and submits to Director, Human Resource Management and Administration for attention
- Investigates and participates in matters relating to discipline and grievances and ensure the correct procedures are followed with a view to arrive at amicable settlements
- Organizes and participates in meetings with union/staff associations and provides advice to the Director, Human Resource Management and Administration for the purpose of mediation, negotiations, arguments and clarification;

- Develops and establishes an active programme on the legal framework and employment policies for the Government of Jamaica (employer) and participates in implementing appropriate systems for a harmonious relations climate;
- Conducts workshops, seminars, meetings on issues relating to Labour Laws and the Industrial Environment;
- Ensures that the Disciplinary Committees are in place and functional;
- Represents the Ministry at disciplinary/court hearings and investigations;
- Monitors and communicates bargaining agreements in respect of Departments within the Ministry;

REQUIRED SKILLS AND COMPETENCIES:

- Excellent knowledge of the Staff Orders and the Public Service Regulations;
- Good knowledge of Labour Laws and Industrial Relations practices;
- Computer Literate in Microsoft Office Suite including Word, Excel, PowerPoint;
- Excellent problem solving and critical thinking skills;
- Excellent written and oral communication skills;
- Ability to conduct investigations and produced reports accordingly;
- Excellent interpersonal skills
- Excellent negotiating skills
- Excellent coaching and counselling skills
- Excellent conflict management skills
- Excellent time management skills
- Excellent planning and organizing skills
- Ability to delegate
- Good presentation skills
- Strong leadership and motivational skills

MINIMUM QUALIFICATION & EXPERIENCE:

- Bachelor's Degree in Human Resource Management, Public Sector Management or equivalent qualification and training;
- Three (3) years' experience in a Human Resource Management/Industrial Relations or management capacity;
- Specialized training in employee relations would be an asset;

Interested persons should forward their application and résumé **NO LATER THAN Friday, May 24, 2019**, to the:-

Director, Human Resource Management & Administration
 Ministry of National Security
 4th Floor North Tower
 2 Oxford Road
 Kingston 5
 Email: jobopp@mns.gov.jm

Subject: Director, Industrial Relations (GMG/SEG 2)

Please note that only shortlisted applicants will be contacted.