



## **NORTH-EAST REGIONAL HEALTH AUTHORITY**

### **DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (GMG/SEG 4)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of Public Health Services within the parishes of St. Ann, St. Mary, and Portland invites applications from suitably qualified persons to fill the position of **Director, Human Resource Management & Development** assigned to the **Regional Office**.

#### **JOB SUMMARY**

Reporting to the Regional Director, the incumbent will be responsible for developing and communicating in conjunction with the Regional Director and subject to approved policies and procedures, appropriate HRM & D systems and procedures for the Authority and its staff.

#### **QUALIFICATION AND EXPERIENCE**

- Bachelor of Science Degree in Human Resource Management, Management or equivalent
- Post Graduate Degree in Management, Human Resource Management, or equivalent

#### ***Plus***

- Minimum of five (5) years' experience in HRM & D with a reputable and comparable organization with a staff complement of not less than 200 employees; to include at least two (2) years at the senior management level.

#### **REQUIRED KNOWLEDGE & SKILLS**

- Sound knowledge of the laws, procedures and practices pertaining to industrial relations, employment, termination, salary administration, employee benefits and welfare.
- Sound knowledge of current techniques of human resources motivation and development.
- Comprehensive knowledge of the GOJ's and Authority's policies and procedures and of the Act governing the Authority.
- Sound knowledge of goals, functions and operations of the various departments, divisions and entities of the Authority.

#### **Key responsibilities will include but not limited to:**

- Developing and formulating appropriate HRM & D systems and procedures for the Authority and its entities in accordance with approved policy guidelines. This includes the review and update of existing procedures as well as the development of new systems and procedures.
- Consulting with the executive management on Government of Jamaica and Ministry of Health and Wellness' policy guidelines on annual HRM objectives and develop the necessary strategies for their accomplishment. This will include human resource requirements, training needs, recruitment & selection, promotions, industrial relations, etc.
- Ensuring that all approved HRM & D systems and procedures are implemented within the Authority. This entails communication, follow up and training, periodic review of results and initiation of corrective actions, as appropriate.
- Monitoring indicators of the organizational climate and of management/staff relations and initiate or propose steps, as appropriate, to maintain or restore harmonious relations and a positive climate. This includes close personal interaction and communication with management, staff and union delegates; monitoring absenteeism, grievance levels, staff turnover; conducting/reviewing exit interviews and conducting/reviewing of employee attitude surveys.
- Reviewing policies and practices and recommending implementation of an ongoing system to ensure relevance in procedures manuals.
- Prepares and manages the annual plan and budget for the HRM & D Unit and authorize departmental expenditure in accordance with the approved budget.

#### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$4,947,565 – \$6,653,925 per annum along with any other allowance(s) attached to the post.

Applications along with resumé should be submitted no later than **Friday, 2023 January 27** to:

**The Regional Director  
North-East Regional Health Authority  
34-38 Ocean Village Shopping Centre  
Ocho Rios, St. Ann, Jamaica  
E-mail: [rd.office@nerha.gov.jm](mailto:rd.office@nerha.gov.jm)**

**NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED APPLICANTS  
WILL BE ACKNOWLEDGED**