



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following post:

Manager, Human Resource Management (LEVEL 8)

Salary \$5,198,035.00 per annum

Job Purpose:

To manage the human resource, training and industrial relations functions of the Authority (Kingston and Regional Offices) by ensuring that best practices are implemented to achieve organizational efficiency and effectiveness in accordance with vision and mission of the Authority and the Government's Human Resource policies and regulations.

Key Outputs:

- Human Resource policies and procedures formulated, documented and implemented
- Staff recruited and retained
- Annual/Quarterly/Monthly Reports prepared
- Performance Management System established and monitored
- Job descriptions analysed and updated
- Personnel records maintained
- Training policies developed and implemented
- Training needs analysis conducted, and training plan produced
- Ad hoc requests actioned
- HR Strategic/Operational Plan and Budget developed
- Human Resource Management Information System established
- Manpower planning/strategies developed and implemented
- Industrial relations best practices and procedures implemented and maintained
- Advice and interpretation provided
- Individual Work plan developed
- Staff appraisals conducted

Key Responsibility Areas:

Management/Administrative Responsibilities

- Provides professional advice and the interpretation of HR policies for the Authority.
- Establishes human resource links between strategies and objectives of the unit.
- Establishes and describes links between corporate policies and personnel activities.
- Undertakes planning with senior staff to determine targets and goals for the activities of the Unit, ensuring standardization of accompanying procedures.
- Develops the Unit Strategic/Operational Plan and Budget.
- Develops Individual work plan based on strategic alignment with Branch Operational Plan.
- Establishes and maintains various HR Committees that makes recommendations for the

implementations of improved HR policies and programmes.

- Represents the Authority in meetings or on committees to examine and evaluates standards, incentive systems and HR policies and programmes.
- Directs the benefits administration of staff welfare schemes.
- Evaluates implementation of HR programmes and provide recommendations to correct weaknesses.
- Conducts periodic reviews of supervisees in accordance with work plans.
- Conducts final assessments of supervisees based on performance assessment criteria and prepare performance reports.
- Develops and manage the performance of the unit and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training.
- Arranges and participates in meetings, seminars and conferences as required.

Technical/ Professional Responsibilities

- Formulates human resource policies and procedures that guide the Human Resource functions of the Authority in keeping with government regulations and laws.
- Directs the implementation of various procedures that supports the strategic objectives of the Unit.
- Manages all aspects of the recruitment and selection process and associated activities.
- Continuously monitor the implementation of the Authority's orientation program to maintain its effectiveness in on boarding staff.
- Manages the collaboration with the required Departments/Units to ensure the necessary services are extended to all new and existing staff in respect of on boarding and off-boarding protocols.
- Keep abreast with market trends and provide guidance to the Director, Finance and Administration and Chief Executive Officer on compensation for staff.
- Advise and support the Chief Executive Officer in all industrial and employee relations negotiation.
- Recommends changes to existing or new job descriptions and review salary classifications of positions.
- Develops and implements appropriate human resource systems to track and report on key human resources matrices.
- Recommends and guides the development of the Authority's grievance and termination policies.
- Monitors the HR functions to ascertain the effects on the operations of the Unit and make develop strategies for improvements.
- Monitors the preparation of Quarterly reports for submission to the Committee.
- Conducts research to support any recommended changes into Human Resource policy issues.
- Provides guidance and support to Committee that deals with infractions for staff; provides recommendations and reports to the Committee as necessary.
- Guides the development of the Authority's training policies and the provision of training and development for staff thereby ensuring that a skilled work force is provided.
- Supports the promotion of the use of technology to increase efficiency.
- Develops and implements career growth, succession and retention plans.
- Assist with the development and implementation of plans that would ensure the continuity of the Authority's business and preparedness for emergencies.
- Manages the implementation and maintenance of the Performance Management & Appraisal System.
- Provides guidance to the Authority's staff in the preparation of their work plans.
- Establishes the recognition/reward system.

- Provides advice and feedback to divisional heads and recommends areas for improvements as necessary.
- Promotes/enhance harmonious industrial relations climate.
- Conducts negotiations and mediating activities to maintain good working relations.

Other Responsibilities

- Perform other related functions and special projects as required.

Authority:

- Recommends policy proposals to improve efficiency and effectiveness of the Authority
- Recommends human resource intervention strategies to promote career development
- Recommends disciplinary action for infraction by staff matters
- Recommends staff appointments, promotions and transfers
- Approve training and development programmes
- Recommend expenditure within budgetary limits
- Select resource persons to conduct training courses
- Signs Performance Management Report

Performance Standards:

- The percentage of policies/programmes developed and implemented in accordance with stated guidelines.
- The quality of the recruitment and retention strategies.
- The extent to which comprehensive HR reports are prepared and submitted within established timeframes.
- The extent to which Strategic and Operational plans and Budget are prepared in accordance with established format and timeframe.
- Percentage of staff exposed to quality training that supports organizational objectives.
- The extent to which work stoppage due to industrial dispute is minimized.
- Timeliness of equitable and appropriate disciplinary action taken.
- The turnaround time for personnel transactions.
- The extent to which customers are served by the HR processes.
- The extent to which the wellbeing of the staff is fostered.

Required Competencies:

- Planning and Organizing
- Teamwork
- Interpersonal Skills
- Confidentiality
- Excellent oral and written communication skills
- Excellent time management and analytical skills
- Leadership skills

Functional/Technical Competencies

- Excellent knowledge of Human Resource Management techniques
- Demonstrated knowledge and thorough understanding of Public Service Regulations, Staff Orders and other human resource legal documents
- Good knowledge of Labour Laws and Industrial Relations practices

- Technologically equipped
- Excellent knowledge of compensation and benefits
- Excellent knowledge of Organizational Change Management
- Excellent knowledge of Training and Development

Minimum Required Education and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public Policy or any closely related field from a recognised tertiary institution
- Training in Performance Management, Industrial Relations and Organizational Change Management
- At least five (5) years' experience in a senior position of a similar nature