



*Houses of Parliament  
Jamaica*

*Gordon House, 81 Duke Street, Kingston, Jamaica*

***Tel.:*** (876) 922-0200-7 ***Fax:*** (876) 967-1708

***Email:*** [clerk@japarliament.gov.jm](mailto:clerk@japarliament.gov.jm)

***Website:*** <http://www.japarliament.gov.jm>

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**DIRECTOR, HUMAN RESOURCES (PAY BAND 10) (GMG/SEG 4) (NEW)**

Applications are invited from suitably qualified persons for the following post:

**Director, Human Resources (Pay Band 10) (GMG/SEG 4) (New)**

Salary Range: \$6,333,301— \$8,517,586 per annum

Applications accompanied by résumés should be submitted no later than **Friday, August 15, 2025** to:

Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston

**E-mail:** [clerk2025@japarliament.gov.jm](mailto:clerk2025@japarliament.gov.jm)

**Please note that only shortlisted applicants will be contacted.**

## 1. STRATEGIC OBJECTIVES OF THE BRANCH:

The HRBP-ES Branch delivers modern, data-driven and people-centred HR solutions that:

- align human-capital capacity with the strategic, parliamentary and governance objectives of HOP;
- ensure agile organisation design, change readiness and establishment compliance;
- optimise talent acquisition, development, engagement and retention; and
- embed a culture of trust, partnership, ethical conduct and continuous improvement across the institution.

## 2. JOB PURPOSE

To provide visionary leadership, strategic oversight and expert direction for all HR functions within the Houses of Parliament, transforming the Branch from a largely transactional unit into a proactive, business-partner model that drives organisational effectiveness, workforce agility and high-performing service delivery in keeping with Government of Jamaica HR transformation principles.

## 3. KEY OUTPUTS

- Approve and execute an HR Strategy and annual operating plan fully aligned with the HOP Strategic Plan
- Maintain a comprehensive HR Policy & SOP Manual (HR communication, confidentiality, ethics, employee-lifecycle, contract administration, audit response, etc.)
- Provide accurate HR data for stakeholder processes (including payroll, auditors, team evaluating constituency operations and organisational performance) and assure HR data quality
- Lead organisation-wide change and OD interventions to agreed milestones
- Approve annual workforce plan, succession map and talent pipeline for critical roles
- Complete recruitment and selection campaigns within agreed service levels
- Orientation and induction to all new hires within 30 days
- Conduct job-analysis and evaluation studies, ensure establishment compliance and steward establishment submissions
- Pilot full integration of Parliamentarians and constituency staff into streamlined GoJ HR practices
- Monitor and evaluate a quarterly HR analytics dashboard (vacancy, post utilisation, turnover, PMAS, leave, training, diversity)
- Implement and optimise MyHR+, digitising all core HR transactions
- Operate a real-time branch work-tracking system for stakeholders
- Monitor HR-related procurement and execute contracts in line with GoJ rules
- Maintain staff complement at or above the recommended post-utilisation rate
- Administer benefits and travel (leave, pensions, health, duty concessions, mileage, overseas travel, etc.) on time and to standard
- Manage staff separations (retirements, resignations, retirements) compliantly
- Manage industrial and employee relations, including disciplinary and grievance cases, within policy
- Complete the PMAS cycle and improvement plans within agreed coverage, time and quality standards
- Execute and evaluate the targeted training and development plan

- Maintain and strengthen strategic partnerships with key internal and external stakeholders (SHRMD-MoFPS, OSC, CMEB, HoP organisational leaders, Parliamentarians, etc.)
- Implement and monitor the employee-engagement, culture and ethics programme
- Maintain HR records and ensure data-protection compliance
- Manage the HR budget within allocation and demonstrate cost stewardship
- Achieve HR engagements/service satisfaction improvements against agreed targets and standards
- Co-create mechanisms to ensure alignment between employee performance and organisational performance with Strategic Planning team

#### 4. KEY RESPONSIBILITY AREAS

##### Technical/Professional Responsibilities

- Provide strategic HR leadership and governance for the Houses of Parliament – set vision, strategy, policies and KPIs.
- Prepare and manage the Branch's annual operating plan, budget, risk register and procurement schedule; keep expenditure within  $\pm 5\%$  of allocation.
- Chair or deputise on HR governance forums (HR Steering Committee, Workforce Planning Board) and report to the Clerk and Executive Management Committee.
- Oversee the branch work-tracking system, ensuring SLA compliance and real-time reporting.
- Lead stakeholder partnerships with SHRMD-MoFPS, OSC, CMEB, Parliamentarians and professional bodies; represent HOP in HR forums and negotiations.

##### Management/Administrative Responsibilities

- Direct the HR Business-Partner service covering recruitment, onboarding, benefits, leave, payroll inputs, grievance and separation.
- Lead organisation-wide OD and change projects, establishment submissions and job-evaluation studies.
- Manage workforce planning, succession mapping, talent-pipeline and skills-gap analyses.
- Administer PMAS, including calibration and improvement planning.
- Oversee employee and industrial relations, negotiating with unions and resolving ER cases.
- Maintain the HR Policy & SOP Manual; ensure compliance with Staff Orders, GoJ regulations and the Data-Protection Act.
- Design, publish and interpret a quarterly HR analytics dashboard (vacancy, utilisation, turnover, leave, diversity, training ROI, engagement).
- Implement and optimise MyHR+, digitising  $\geq 90\%$  of core transactions and ensuring data integrity.
- Monitor HR-related procurement and contracts in line with GoJ rules.

##### Human Resources Responsibilities

- Lead, coach and performance-manage Branch staff (Managers, HR Business Partners, Analysts and Administrator).
- Execute the annual training and development plan, driving skills transfer and succession readiness.

- Execute cultural diagnoses and foster high-trust, inclusive culture that models GoJ core values and ethical standards.

#### Other Responsibilities

- Drive the employee-engagement, culture and ethics programme, achieving agreed engagement-index improvements.
- Provide accurate HR data to Finance and other stakeholders for payroll, budgeting and audit purposes.
- Maintain HR records and confidentiality in accordance with the Data-Protection Act; conduct quarterly access-log reviews.
- Perform any other related duties that may be reasonably assigned by the Clerk to ensure the effective functioning of the Houses of Parliament.
- Performs other related duties as assigned by the Clerk to the Houses of Parliament.

### 5. PERFORMANCE STANDARDS

- HR Strategy and annual operating plan signed-off by March 31 each year;  $\geq 80\%$  initiatives on track at mid-year review
- Manual reviewed, updated and published/confirmed by April 30 annually; no uncontrolled versions in circulation
- Full MyHR+ integration by March 31, 2027
- Alignment framework between Strategic Planning and HRMD developed and approved within agreed timelines to monitor, evaluate and align organisational quarterly or annual performance with individual employee performance
- HR Dashboard monitoring all HR statistics below for analytics accessible in parts/full to appropriate stakeholders with scheduled updates and error rate below 5%
  - $\geq 80\%$  project milestones achieved on schedule; 80% objective realisation
  - $\geq 80\%$  post utilization rate, with critical-role vacancy rate  $\leq 10\%$ ;
  - Succession readiness index developed and maintained in keeping with agreed parameters.
  - $\geq 80\%$  posts filled within 60 days of approval to recruit; quality-of-hire rating  $\geq 70\%$
  - 100% new employees inducted within 60 days; onboarding satisfaction score  $\geq 70\%$
  - 100% establishment compliance rate in MoFPS Post and Operational Audits
  - 100% personnel records digitised; paper transactions reduced by  $\geq 50\%$
  - 100% service requests logged in work tracking system;  $\geq 90\%$  closed within established timelines
  - 100% separation files closed within 90 days; statutory/gratuity pay-outs issued in keeping with established timelines
  - $\geq 95\%$  Employee Relations/Performance cases (disciplinary, grievance, PMAS appeal, etc) closed within established timelines; 0% procedural breaches/policy non-compliance
  - $\geq 85\%$  staff appraised by deadline, or approval for late submissions where;
  - Key stakeholders identified for HoP processes and with  $\geq 70\%$  structured engagements conducted per stakeholder per year in keeping with HRMD calendar; HoP action items completed within agreed timelines; stakeholder satisfaction monitored appropriately

- Ethics-hotline developed, with ≥ 85% issues resolved within 60 days
- 100% payroll inputs submitted by cut-off; payroll error/reversal rate < 2%
- 100% personnel files digitised; 0 reportable data-privacy breaches
- Branch expenditure maintained within ± 5% of budget; variance reports submitted within established timelines
- HoP Internal HR customer-satisfaction rating ≥ 80% overall; no service line below 65%; SLA compliance ≥ 90%

## 6. INTERNAL AND EXTERNAL CONTACTS

### Internal Contacts

Contact (Title)	Purpose of Communication
Clerk to the Houses Parliamentarians	<ul style="list-style-type: none"> <li>• To obtain directives and information.</li> <li>• To provide reports, information and strategic advice</li> </ul>
HoP Leadership and Management Team Division/Branch/Unit Heads	<ul style="list-style-type: none"> <li>• Provide strategic advice and develop plans of action.</li> <li>• Promote organisational culture and role clarity in HR matters.</li> <li>• Present HR analytics, risks and OD proposals</li> <li>• Co-create HR business partnership/workforce planning activities/OD and Change activities.</li> <li>• Facilitate Industrial/Employee Relations casework/engagement.</li> <li>• Share HR data to facilitate process execution.</li> <li>• Get support/advice/operational support to facilitate execution (e.g. Procurement, Communications etc.)</li> </ul>
HR Managers and Staff	<ul style="list-style-type: none"> <li>• Provide oversight, direction and coaching.</li> <li>• Resource allocation.</li> </ul>
Finance and Accounts Team	<ul style="list-style-type: none"> <li>• Align KPIs</li> <li>• Budgeting</li> <li>• Payroll submissions</li> </ul>
Strategic Planning Team	<ul style="list-style-type: none"> <li>• Align KPIs</li> </ul>
Audit Teams	<ul style="list-style-type: none"> <li>• Provide HR data</li> <li>• Coordinate audit responses</li> <li>• Resolve audit queries</li> </ul>
HoP Staff	<ul style="list-style-type: none"> <li>• Engage as appropriate to promote organisational culture and build trust and buy-in for HR strategies and employee services</li> </ul>

## External Contacts

Contact (Title)	Purpose of Communication
Ministry of Finance & the Public Service SHRMD/TIU/PXPC	<ul style="list-style-type: none"><li>• Establishment compliance and post operation</li><li>• Provide information to the Ministry when requested.</li><li>• Policy alignment</li><li>• MyHR+ implementation</li></ul>
Office of the Services Commissions	<ul style="list-style-type: none"><li>• Reporting, audits, approvals and alignment on delegated functions</li></ul>
Training Providers/Institutions	<ul style="list-style-type: none"><li>• Build talent pipeline/facilitate professional development</li></ul>
HR Professionals	<ul style="list-style-type: none"><li>• Network, share best practices and other HRM information</li></ul>

## 7. AUTHORITY

- Approve HRMD work-plans, budgets and expenditure within the allocation authorised by Clerk.
- Sign HR policies, SOPs and official HR correspondence (offers, contracts, separations) on behalf of the Clerk.
- Recommend establishment changes to Clerk and submit requests to CMEB/MoFPS for approval.
- Recommend approval of leave, training, allowances and travel for staff up to GMG/SEG 3
- Initiate and/or recommend initiation of action in all processes governed by GoJ's HRMD rules (i.e. Staff Orders, PMAS Policy, Delegated Functions, etc) in keeping with direction from Clerk.
- Grant access to confidential personnel files and MyHR+ records, subject to Data Protection Act controls.
- Commit Branch to HR-related MoUs, service contracts and procurement up to the threshold set in the HoP Procurement Plan.

## 8. REQUIRED COMPETENCIES

### Core

- Demonstrates the highest standards of honesty, confidentiality and impartiality
- Inspires, coaches and motivates multi-disciplinary teams
- Translates Parliament's long-term goals into HR strategy and policy
- Builds trust with internal & external stakeholders
- Produces clear analyses and persuades at executive/Parliamentary level
- Leads complex OD and digital-transformation programmes
- Excellent oral and written communication skills
- Excellent performance management skills
- Sound judgement

### Technical

- HR strategy, workforce planning & analytics ( work tracking, performance and MyHR+ dashboards).
- Organisation development, job evaluation and establishment management.
- Talent-management systems, succession planning and PMAS administration.
- Industrial relations & Jamaican labour law; grievance and disciplinary procedures.
- HR policy development, audit and data-protection compliance.
- Project-management, budgeting and contract administration regulations

## 9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's degree in Human Resource Management, Human Resource Development, Organisational Development, Industrial & Employee Relations or a related discipline.
- AND
- Three (3) years progressive work experience, two (2) of which should be at the managerial level in the private or public sector with demonstrated understanding of strategic human resource management, organisation-wide change, talent-management and HR analytics.
  - Experience working with GoJ HR policies, Staff Orders, MyHR+ and the Delegated Functions Framework would be an asset.
  - Training in Leadership and Change Management would be an asset

OR

- Bachelor's Degree in Human Resource Management, Human Resource Development, Organisational Development, Industrial & Employee Relations or a related discipline.
- AND
- Five (5) years progressive work experience, three (3) in the private or public sector with demonstrated understanding of strategic human resource management, organisation-wide change, talent-management and HR analytics.
  - Experience working with GoJ HR policies, Staff Orders, MyHR+ and the Delegated Functions Framework would be an asset.
  - Training in Leadership and Change Management would be an asset

OR

- An equivalent combination of qualifications and experience relevant to the job.

#### 10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- High-pressure, politically sensitive environment demanding strict confidentiality.
- May be required to work outside normal working hours.
- Work is primarily conducted in offices outfitted with standard office equipment and materials.
- Required to travel for external meetings and to arrange for staff activities.