

INSTITUTE OF JAMAICA

Applications are invited to fill the following **temporary** position in the Human Resource Development and Management Department:

Human Resource Officer (GMG/SEG 1)

JOB OBJECTIVE

To contribute to the effective and efficient operation of the Human Resource Development & Management Department by assisting with implementing Human Resource initiatives in keeping with the Institute's strategic objectives.

PERIOD OF EMPLOYMENT

Six (6) months

KEY RESPONSIBILITY AREAS

- Coordinates and processes documentation relating to employee appointments, promotions, transfers, terminations and retirements.
- Administers the reward and recognition programme
- Assists in the testing and interviewing of candidates
- Assists with internship programme
- Organizes and coordinates staff orientation programme
- Evaluates the effectiveness of the orientation programme
- Administers and provides advice to staff on employee benefits and welfare programmes
- Prepares job vacancy advertisements for Central Administration
- Organizes and coordinates the renewal of the Food Handler's Permit.
- Assists in identifying and coordinating staff training and development interventions
- Assists with the preparation of the Department's Corporate and Operational Plan
- Assists in the preparation of Performance Reviews in relation to the Institute's Corporate Plan
- Assists in the preparation of Departmental Annual Report

REQUIRED COMPETENCIES

- Knowledge of Human Resource Policies and Procedures, Staff Orders, IOJ Staff Handbook, the Jamaica Labour Laws and other relevant regulations
- Proficiency in EXCEL, PowerPoint, Microsoft Word and Human Resource Management Database Applications
- Excellent planning and organizing skills
- Good knowledge of interviewing techniques

MINIMUM QUALIFICATION/EXPERIENCE

- BSc majoring in Human Resource Management
- Three (3) years' related experience

Applications should be submitted no later than **April 30, 2021** to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

Email: personnel@instituteofjamaica.org.jm