

INSTITUTE OF JAMAICA

(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

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

Employee Relations Officer (GMG/AM 4)

SALARY RANGE: \$1,467,234 - \$1,744,080

JOB SUMMARY

To ensure staff engagement and provide analytical and technical support to the Human Resource Development and Management Department thereby aiding the department to achieve its strategic objectives.

PERIOD OF EMPLOYMENT

October 31, 2022 to December 9, 2022

MAJOR RESPONSIBILITIES

- Co-prepares the HR Department's Annual, Quarterly and Bi-monthly reports.
- Assists with the preparation of the Department's Strategic Plan and Operational Plan.
- Provides information and advice to staff concerning the Institute's policies and procedures.
- Administers and prepares greetings to improve and maintain morale and motivation levels.
- Administers the Refund of Tuition Programme and chairs the committee meetings.
- Provides input related to the development and implementation of policy and other human resources initiatives.
- Plans and coordinates motivational seminars/workshops for IOJ staff.
- Conducts job satisfaction surveys and Employee of the quarter and year to all staff
- Examines Staff Attendance Registers for all Divisions of the Institute of Jamaica
- Prepares and analyses attendance reports and recommends strategy for improving tardiness and absenteeism .
- Represents the Human Resource Development and Management Department at the Loans Committee, Staff Welfare, Accident on the Job and Safety Warden Meetings and any ad hoc meeting on-site or off-site.
- Co-ordinates occupational health and safety seminars.
- Undertakes research in order to ensure actions taken are compliant with current HR policies and guidelines, promoting the fair and equal treatment of all employees of the Institute of Jamaica.
- Co-administers the orientation process.
- Examines all vehicle travel documents for validity and signs travel documents.

MINIMUM QUALIFICATION/EXPERIENCE

- BSc. majoring in Human Resource Management/Development or BSc in Human Resource Information System or BSc. in Information Technology
- Certification in either Employee and Labour Relations, Social Psychology or Counselling would be an asset
- Three (3) years related experience

Applications should be submitted no later than **Friday, October 28, 2022** to:

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

Email: personnel@instituteofjamaica.org.jm