



CAREER OPPORTUNITY

The **Jamaica Civil Aviation Authority** invites applications from suitably qualified candidates for the following position:

DIRECTOR, HUMAN RESOURCE

JOB SUMMARY

Reporting to the Deputy Director General, Corporate Services, the Director, Human Resource is responsible for providing leadership and co-ordination of the Human Resource functions. The incumbent is also responsible for developing and implementing corporate Human Resource strategy and programmes. This includes responsibility to:

- Recommend and provide guidance to the Authority on Human Resource policy matters and best practices within the field.
- Implement agreed policies and programmes in conjunction with the respective Divisional Heads to achieve organisational efficiency and effectiveness in accordance with the vision and mission of the Authority's Human Resource policies and regulations.
- Provide updates on industry trends in order to ensure that issues relating to staff welfare are addressed proactively.

QUALIFICATION & EXPERIENCE

- Master's Degree in Human Resource Management, Business Administration or Public Administration with seven (7) years' experience in human resource management at the managerial level in a unionised environment.

KEY RESPONSIBILITIES

- Create strategic recruitment and selection plan for the Jamaica Civil Aviation Authority.
- Provide policy advice to the Director General, Deputy Director General, Corporate Services and Line Managers on Human Resource Management and Development as well as Industrial Relations.
- Develop and manage performance management and improvement systems.
- Create the Authority's strategic training and organisational development plan to meet the personal, professional and organisational needs of the Authority's employees.
- Oversee compensation programmes to ensure regulatory compliance and competitive salary levels.

KEY RESPONSIBILITIES CONT'D

- Oversee the design and development of compensation strategy and programmes.
- Direct the administration of benefit programmes to include: health, pension, group life and personal accident.
- Mediate workplace disputes.
- Recommend and maintain an organisational structure and staffing levels to accomplish the Authority's goals and objectives.
- Evaluate the Authority's culture and provide recommendations on changes to accomplish the Authority's goals and objectives.
- Develop and manage annual budgets for the department and perform periodic cost and productivity analyses.
- Establish and implement short and long-term goals, objectives, policies and operating procedures for the Human Resource Department.
- Serve on planning and policymaking committees.

SPECIFIC KNOWLEDGE REQUIRED

- Working knowledge in strategic planning and execution.
- Knowledge of contracting, negotiating and change management.
- Ability to assess and analyse training and development needs.
- Knowledge of computerised information systems used in human resource applications.
- Working knowledge of the Labour Laws and the other laws relating to workers' rights.
- Ability to interpret and advise on the application of international best practices.
- Ability to negotiate and manage collective bargaining agreements and alternative dispute resolution processes.
- Knowledge of national employment wage and salary laws and regulations.

SPECIALISED TECHNIQUES/SKILLS

- Computer literate, with working knowledge of Microsoft Office.
- Good organisational and time management skills.
- Sound problem-solving skills.
- Sound leadership and human resource management skills.
- Sound negotiating and interviewing skills.
- Strong policy writing skills.

Applicants who satisfy these requirements should email applications with detailed résumés by **September 20, 2019 to the:**

**DIRECTOR GENERAL
JAMAICA CIVIL AVIATION AUTHORITY
4 WINCHESTER ROAD
KINGSTON 10
Fax: 876-920-0194
Email: job.opportunities@jcaa.gov.jm**

We thank all applicants for their interest. However, only shortlisted candidates will be contacted.