



**JAMAICA INTELLECTUAL PROPERTY OFFICE**  
(An Agency of the Ministry of Industry, Investment and Commerce)

**DIRECTOR HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION**  
**(LEVEL 8)-NOT VACANT**

March 14, 2022-June 10, 2022

**(\$2,788,986 p.a.- \$3,486,231 p.a.)**

(Plus any other allowances)

**JOB PURPOSE:**

Under the general direction of the Executive Director, the Director Human Resource Management and Administration is required to direct, manage and guide the provision of Human Resource programmes and services at the JIPO with a view to achieving organizational efficiency and effectiveness.

**KEY RESPONSIBILITY AREAS**

- Develop the Strategic Human Resources Management Policy Framework, related policies, programmes, workplans, schedules and guidelines to achieve stated goals and targets.
- Assist with the development of work plans and schedules for staff.
- Review and revise HR policies, standards and practices. Makes required amendments and circulates to staff.
- Represent the JIPO at meetings, conferences and seminars.
- Develop training schedules and organises training courses and seminars for staff.
- Provide expert advice and guidance to the Executive Director, Advisory Board and staff members on matters related to the designated area of responsibility.
- Chair or serve as a member of various committees and represents the JIPO at meetings, conferences, seminars, workshops and other fora.
- Investigate complaints and services generally and makes changes as required.
- Conduct research and formulates a variety of reports on Human Resources, Industrial Relations and related administrative issues

**Technical/Professional Responsibilities**

- Directs, coordinates and monitors the Performance Management and Appraisal System together with Incentives and Rewards system, sensitizing and training staff and facilitating compliance
- Formulates developmental policies and programmes and the annual Training Needs Assessment exercise, training surveys, study leave, orientation



- programmes and other training arrangements and fosters a culture of continuous learning
- Interprets and implements Human Resource Policies Programmes and guidelines and provides guidance and advice to the Executive Director, Board and staff members as required.
  - Ensures that corporate, strategic and operational plans are based on key outputs and objectives, that performance targets are set and that plans are linked to the budget forecast and in alignment with organisational vision, mission statement and objectives.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCES**

Any combination equivalent to a Bachelors Degree in Human Resources Management, Business or Public Administration, Psychology, Industrial Relations, Political Science or a related field;

**PLUS**

Five (5) years progressively responsible experience administering the Human Resource functions of an organisation;

**OR**

Masters Degree in Human Resource Management or in the above-mentioned fields and three (3) years professional experience

### **SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Typical working environment, no adverse working conditions.

Applications accompanied by resume should be submitted **no later than Monday, January 31, 2022** to:

**Director  
Human Resource Management and Administration  
Jamaica Intellectual Property Office  
18 Trafalgar Road  
Kingston 10**

**Email: [hrma@jipo.gov.jm](mailto:hrma@jipo.gov.jm)  
Fax: 927-6744**

**Please note that we thank all for responding, but only short listed applicants will be contacted.**