



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

CAREER OPPORTUNITY

The Office of Utilities Regulation (OUR) invites applications from suitably qualified individuals to fill the following position:

DIRECTOR, ADMINISTRATION/ HUMAN RESOURCE DEVELOPMENT

CORE FUNCTIONS:

Under the general direction of the Director General, the incumbent is responsible, inter alia, for:

- The planning, organizing, coordinating, directing and administering of the day-to-day Administrative and Human Resource Management processes;
- Leading with an attentiveness to employee morale and quality of life issues and fostering and strengthening a culture of collaboration, excellence, and initiative;
- Developing and implementing policies geared towards securing for the organization the required skills and competencies, through the recruitment, selection, retention, training and development of all members of staff;
- The identification and assessment of future and current training needs through job analysis, career paths, annual performance appraisals and consultation with line managers;
- The development of conducive office environment and efficient office procedures and support functions – records and information management, asset and inventory management, etc., and
- Full compliance with the various statutory functions in relation to the procurement of goods and services, labour relations practices, etc., and an effective grievance procedure.

REQUIRED QUALIFICATIONS, EXPERIENCE &

CRITICAL COMPETENCIES:

Masters Degree in Human Resource Management, Business Administration or related discipline.

The ideal candidate would have experience in Human Resource Management and related capacities over ten (10) years and developed specialized knowledge and experience in:

- Organizational Behaviour and Development;
- Talent management, development and retention;
- Records and Information Management;
- Administrative Management;
- HR and other relevant software solutions;
- Government of Jamaica Procurement procedures;
- The Jamaican labour relations Codes/Laws, and
- Conflict resolution, problem-solving and mediation.

The applicant should also have experience with traditional, modern and futuristic training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, etc.).

Applications should be submitted no later than 2018 February 28, to:

**Secretary to the Office
THE OFFICE OF UTILITIES REGULATION
3rd Floor, PCJ Resource Centre
36 Trafalgar Road, Kingston 10, Jamaica.
Email: hrd@our.org.jm**

Issued by the Office of Utilities Regulation on 2018 February 16