



HUMAN RESOURCE DEVELOPMENT OFFICER (LEVEL 5)

Basic Salary: \$2,478,125.00 - \$3,332,803.00 per annum.

JOB PURPOSE:

To develop and administer training and development policies, programmes, and activities to maximize staff potential and enable the Department to meet its goals and strategic objectives.

KEY RESPONSIBILITY AREAS:

Managerial/Administrative

- Assists with the coordination and monitoring of training programmes and ensures that the required skills are available.
- Participates in the selection process of participants for training;
- Maintains a skill bank for the personnel receiving training, education, or development opportunities; and of session facilitators;
- Participates in the development of the organization's annual training budget and assists in managing the operating expenditure;
- Recommends procurement needs to the Supervisor and maintains an inventory of appropriate training equipment.

Technical/ Professional Responsibilities

In collaboration with Senior Directors, Directors and Supervisors develops the organization's Training and Development Policy and recommends other policies to enhance the Unit's development specifically as it relates to manpower planning, training, financing, and the resolution of related problems in the long and short terms.

- Assesses general training needs of all categories of personnel and develops strategies to fulfill these;
- Assists the Director, Human Resource Development with designing and developing training and development programmes based on both the Department's and the individual's needs;
- Ensures that costs of planned programmes are in keeping with agreed budgets;
- Assists with the development of individual learning plans
- Monitors and reviews the progress of trainees through questionnaires;
- Discusses and make recommendations for improvement(s);
- Follow up on participants' attendance and performance and make recommendations accordingly;
- Participates in the evaluation of training and development programmes
- Keeps up to date with developments in training by reading relevant journals, participating in meetings and attending relevant courses;

- Liaises with training institutions
- Evaluates training/development activities to ensure relevance and the transfer of training/learning to the job;
- Assists with the recruitment of presenters and other resource persons, internally and externally, and conducts evaluation of their performance;
- Assists with designing training and development material including manuals in collaboration with Divisional and Branch heads for in-house training;
- Participates in the assessment of the relevance of study courses to the needs of the organization with assistance of Divisional, Branch, and Unit Heads and identification of participants for such courses;
- Conducts and coordinates specific aspects of In-House Training for selected categories and participates in the coordination and implementation of training conducted by other employees to ensure that objectives are met;
- Prepares and submits reports on training and/or development activities to Supervisor;

PERFORMANCE STANDARDS:

- Key training programmes, seminars, and workshops identified, coordinated, and administered within the agreed timeframe;
- Policies guidelines and standards designed and established;
- Relevant and reliable training needs surveys conducted with the agreed timeframe;
- Reliable staff career development and employee assistance programme designed;
- Reliable skills in inventory bank created and maintained as agreed;
- Appropriate Operation Plan and Budget developed and managed as agreed;
- Reliable and accurate reports and advise provided as agreed;

Behavioral

- Good problem-solving skills & tenacity;
- Sound analytical and strategic thinking;
- An ability to exercise sound judgment;
- Sound personal and professional integrity;
- Excellent customer orientation skills;
- Excellent oral and written communication, report writing, and presentation skills;
- Well-developed human resource management skills.

MINIMUM QUALIFICATION AND EXPERIENCE

- First Degree in Human Resource Management /or Education or any other related in field
- Two (2) Years' Experience
Or
- Any combination of Qualification and experience

Applications along with résumés should be submitted no later than
Friday, February 2, 2024 to:

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.