



Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **REGIONAL OFFICE**:

SENIOR HUMAN RESOURCE OFFICER - PMAS (GMG/SEG 1 - Pay Band 7) - VACANT
(Salary range \$3,501,526 - \$4,709,163 per annum and the relevant applicable allowances)

Under the general supervision of the Manager, Human Resource Development, the incumbent will plan and undertake, by working with and through colleagues, Human Resource (HR) Officers, managers, supervisors and staff, the activities necessary to support the development, maintenance and monitoring of the Performance Management and Appraisal System (PMAS), within the region

Qualifications and Experience:

- First degree in Human Resource Management or equivalent;
- Three (3) years' experience at a supervisory level in a Human Resource Management or Business Planning environment
- Specialized training in the operation of the Government of Jamaica Guidelines governing Performance Management and Appraisal System would be a distinct asset

Specific Knowledge, Skills & Competencies:

Technical

- Comprehensive and sound knowledge of the PMAS as established in the guide-lines issued by the Office of the Cabinet
- Sound knowledge of the National Health Services Act and other relevant legislation
- Sound knowledge of the Staff Orders and the Public Service Regulations and other relevant policies and procedures
- Proficient in the use of relevant Computer Applications (Microsoft-Excel)

Core

- Good customer service and coaching skills
- Strong impact and influence skills to guide managers and other staff through the extensive performance culture change the PMAS represents
- Good presentation skills
- Good oral and written communication skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to manage own time effectively
- Good analytical and problem-solving skills
- Ability to work in a team

Key responsibilities will include:

Technical

- Participating in the Operational Planning activities of the region to gain a full understanding of the Mission and Objectives of the organization, to inform the activities of the HRM & D Unit in providing guidance to line managers and staff in completing their Department/Unit and Individual PMAS Work Plans and other related requirements of the PMAS;
- Developing Work Plan for the implementation of/oversight of the PMAS and its operation for each Financial Year;
- Developing, in collaboration with other HR colleagues and the Employee Performance Management and Appraisal Tool (EPMAT), plans for the further enhancement of the PMAS;

- Conducting PMAS Sensitization Sessions within the facilities in collaboration with other HR colleagues;
- Developing and executing PMAS related Change Management initiatives in collaboration with other HR colleagues, the EPMAT, managers and supervisors;
- Developing and ensuring approval of Output Focused Job Descriptions for the required posts in collaboration with other HR colleagues, managers and employees;
- Facilitating Unit Work Plan sessions as necessary;
- Reviewing samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Developing customized manuals and forms for the region, in keeping with the guidelines for the PMAS.

Human Resource:

- Developing customized PMAS material for Employee Orientation Sessions in the region;
- Providing training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Providing guidance and information on PMAS related issues to all staff including managers and supervisors.

Administrative:

Monitoring & Compliance

- Ensuring that all staff are aware of the timetable for PMAS related activities over a given Financial Year;
- Preparing comprehensive PMAS Compliance Reports for the EPMAT;
- Maintaining current Register of employees, their Appraising Managers and Reviewing Managers;
- Ensuring that all managers and supervisors are in receipt of all PMAS manuals, handbooks, templates, policies and procedures required to operate with the system;
- Ensuring that PMAS Work Plans are received for all relevant staff members in a timely manner;
- Monitoring compliance with the conduct of interim evaluations and providing guidance as necessary;
- Ensuring that Performance Appraisals for all relevant staff members are completed on an annual basis;
- Monitoring the implementation by managers, of remedial and corrective actions to address poor performance;
- Monitoring the implementation of Development Plans as an important aspect of Performance Management;
- Ensuring that Performance Appraisal records are properly maintained;
- Maintaining a confidential register of performance ratings and applicable pay awards/sanctions;
- Extracting required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system.

Recognition and Reward

- Ensuring that staff who are eligible for increments/awards are identified and the relevant HR Officers and payroll notified in good time;
- Participating in the work of the internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Providing guidance to managers on giving recognition and rewards at the Department/Unit level;
- Co-ordinating the arrangement of recognition and reward activities/events at the Corporate level.

Reporting

- Preparing Confidential Summary PMAS Report on appraisal results for identified authorized users;
- Preparing Confidential Detailed PMAS Report on appraisal results for identified authorized users;

- Preparing PMAS Status Reports for the EPMAT and the Performance Management implementation Team (PMIT) monthly and/or as otherwise required;

Applications along with resume should be sent no later than **Friday, January 17, 2025** to:

Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.

E-Mail - jobs@srha.gov.jm

*****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL*****

PLEASE INDICATE THE NAME OF THE JOB YOU ARE APPLYING FOR IN THE "SUBJECT LINE" OF YOUR EMAIL.

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED