



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITIES

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

Senior Director, Technical Assistance Services (GMG/SEG 5)
Salary: - \$7,716,512.00 per annum

JOB PURPOSE

Under the direct supervision of the Chief Technical Director, undertake research, planning, training and developmental activities of the Jamaica Productivity Centre; and implement programmes for improving productivity and competitiveness within private and public sector entities.

KEY OUTPUTS

- 3-Year Strategic Plan Prepared
- 1-Year Operational Plan Prepared
- Quarterly Report Prepared
- Annual Review Prepared
- Inputs to Annual Budget Prepared
- Productivity Education and Promotion at firm, industry and national levels
- Training delivered within private and public sector organizations
- Evidenced-based Technical Advice provided
- Productivity problems identified and solutions provided at industry and sector levels
- Media Presence
- Annual Productivity Awareness Week
- Strategic cooperation with stakeholder organizations
- Quarterly, Annual, Occasional Reports, and Briefing Notes
- Pamphlets, newspaper and website articles, brochures, briefing papers, and technical reports prepared

KEY PERFORMANCE STANDARDS

- Key deliverables are produced within agreed timeframe and at internationally accepted standards
- Strategic and operational plans, quarterly review, and input to budget are completed within established formats and timeframe and support the strategic objectives of JPC
- All operating guidelines, policies and procedures are documented and current
- Sound technical and timely advice are provided which exceeds or meets the expectations of clients
- Work programme elements as completed are in synchrony with JPC's Policy and Operating Framework
- Productivity problems identified and explained at the industry and sector levels
- Value-added training delivered - judged by the willingness of clients to pay and or participate
- High impact Productivity Education and Promotion at firm, industry and national levels

KEY RESPONSIBILITIES

Educational, Training and Promotion Responsibilities

- Develops technical capabilities within the JPC to deliver world class training in the area of productivity measurement and improvement in all sectors of the economy
- Assesses productivity-related training needs within public sector organizations
- Assesses productivity-related training needs within private sector organizations
- Develops the material for, and the format of, training courses, seminars, symposiums, workshops and other forms of productivity-related educational programmes to be conducted by the Centre
- Implements training courses, seminars, symposiums, workshops and other form of productivity-related educational programmes
- Develops and implement a productivity-based school educational programme in collaboration with the Ministry of Education and Educational Officers responsible for regions
- Participates in productivity promotion and media activities (media blitz, newspaper articles, radio and television interviews)

- Assists in identifying and obtaining suitable literature, audiovisual aids, data and equipment for the Resource Centre

Human Resource Management Responsibilities

- Supervises the daily work activities of Productivity Specialist, Research Assistants, and Training Officers, and any other member of staff for whom supervisory responsibilities have been assigned
- Develops, and document, in consultations with the Executive Director, , Job Specifications and Descriptions for all members of staff for whom supervisory responsibilities have been assigned
- Conducts appraisals of the work performance of staff supervised and provides written Performance Appraisal Reports as required
- Makes recommendations in respect of remuneration, promotion, reprimand, suspension, dismissal etc of staff supervised

Technical/Professional Responsibilities

- Participates in the development and implementation of Productivity Linked Wage Systems (PLWS) within private and public sector
- Participates in the development and execution of the productivity improvement programmes within private and public sector
- Prepares and makes written and or oral presentations of research in the form, frequency and intervals prescribed and or at the request of the Executive Director

Other Responsibilities

- Performs other related duties as assigned.

Planning Responsibilities

- Leads the process of preparing JPC's 3-Year Strategic Plan, 1-Year operational plan and Quarterly Reviews; and provides input to annual budget
- Ensures the development and implementation of result-driven high-performance standards at the JPC

Research Responsibilities

- Conducts research in productivity performance at the firm, industry, sector, and national levels
- Develops and monitors productivity indices at the firm, industry, sector, and national levels
- Provides evidenced-based policy recommendations to foster a productivity-friendly legislative and regulatory environment

Other Responsibilities

- Performs other related duties as assigned.

REQUIRED COMPETENCIES

- Strong quantitative and qualitative analytical skills
- Sound knowledge in the development and application of models for measuring productivity and competitiveness (labour, capital, total factor, real effective exchange rate, real wage rate, etc)
- Ability to communicate effectively both orally and in writing
- A results-oriented approach to planning and development
- Sound knowledge of labour compensation schemes
- Excellent time management skills
- Excellent interpersonal skills
- The ability to employ information technology solutions to organizational problem solving including re-engineering and re-organising processes
- Sound knowledge of Information Technology Systems and the ability to apply the knowledge to meet organizational needs
- Sound knowledge in the development of educational material and the conduct of educational programs
- Proficiency in the use of microcomputer applications.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Post Graduate Degree in Economics, Econometrics, Statistics, Business Management (including Operations Research), Engineering (Industrial, Electrical & Mechanical) or a suitable combination of related disciplines
- At least 5 years relevant experience at the senior management level with strong emphasis on research, production, development, and training
- A track record of performance in corporate/strategic planning

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working condition
- Visits to typical manufacturing or business establishment
- Local, regional, and international travel required

AUTHORITY

- Recommend leave in keeping with human resources policies and procedures
- Recommend disciplinary action in keeping with human resources policies and procedures

Applications accompanied by resumes should be submitted no later than **Friday, July 3, 2026,** attention:-

**Senior Director Human Resource Management and Development
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4
Email: resume@mlss.gov.jm**

Please note that only shortlisted persons will be contacted.