

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Human Resources Officer

Job Summary

Under the supervision of the Manager, Human Resources the incumbent is accountable for the effective and efficient planning and implementation of recruitment, on-boarding, staff welfare, staff benefits, Industrial Relations and Talent Development programs in order that the Integrity Commission achieves its Mandate, Mission and Vision in a sustainable manner.

Major Responsibilities

1. Participates in the Strategic Planning process for the Human Resources Unit; resulting in the annual Division's Strategic Plan and Budget aligned to the Commission's Strategic Plan.
2. Develops, in conjunction with the Manager, Human Resources, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Participates in the timely review and improvement of the Talent Management and Welfare Plan, monitor performance and recommend changes where necessary to achieve agreed objectives.
4. Implements the Recruitment process, ensuring that the Entity employs the right talent with the right skills, knowledge and attitude to execute the strategy.
5. Designs (in collaboration with respective Divisional Heads) and support On-Boarding programs for new recruits ensuring that each new team member is adequately integrated into the organization.
6. Processes the Compensation, Benefits and Welfare Programmes, ensuring compliance with the respective contractual arrangement and statutory guidelines.
7. Participates in the execution of the Performance Management System; ensuring that all Direct Reports complete the forms and adhere to the process to enable high performance among Team members, Divisions and, ultimately, the Integrity Commission.
8. Plans, implements and evaluates Talent Development programmes and outcomes for value added creation, effectiveness and efficiency.
9. Provides Human Resource and Industrial Relations advice/consultation as requested.
10. Participates in the implementation of the Commission's Culture alignment program; ensuring that all Team Members are on the same page regarding culture.
11. Exercises the highest level of confidentiality and Integrity.
12. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Manager, Human Resources and the Director of Corporate Services.

13. Contributes to the preparation of the Human Resources Unit's monthly performance report.
14. Participates in the monthly Divisional Team Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Human Resources Management or equivalent qualification
- Two (2) years' experience in similar position
- or
- Associate Degree in Human Resources, Management Studies or equivalent studies
- Four (4) years' experience in similar position

Other Desirable Qualifications & Experience that would be an asset

- Diploma in Labour Laws.

Desired Skills & Competencies

- Readily anticipates and solves problems and takes advantage of opportunities.
- Shares the Commission's values, mission and vision.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- Ability to manage meetings, make presentations and prepare reports.
- Well-developed interviewing and communication skills.
- Sound knowledge of learning modalities with the ability to develop learning materials and evaluate training results.
- Manages business continuity, change and transition effectively, and knows how to influence and enable others to adapt to the changed environment and culture.
- Competence in the use of Microsoft Office Suite and Electronic Human Resource Management Systems.
- Well-developed counseling skills.
- Ability to establish and meet deadlines.
- Meticulous and accuracy in work product.
- Exercise the highest level of confidentiality and integrity.

- Good judgment, analytical and problem-solving skills.
- Excellent interpersonal, people management and social skills.
- Excellent industrial relations skills.
- Self-driven and highly motivated.

Specific Knowledge

- Working knowledge of the Labour Laws of Jamaica.

Working Conditions

- Typical office environment.
- Irregular hours from time to time.

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Basic Salary: \$2,803,771.00 per annum.

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, November 21, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.