

**WESTERN REGIONAL HEALTH AUTHORITY
CORNWALL REGIONAL HOSPITAL
MONTEGO BAY
ST JAMES**

The Western Regional Health Authority (WRHA), a statutory body under the Ministry of Health with responsibility for the management and delivery of Health Services within the parishes of Trelawny, Hanover, St. James and Westmoreland, is seeking to recruit a dynamic, self-motivated, success oriented individual to fill the following position

Director, Human Resource Management & Industrial Relations (SEG 4)

Reporting to the Regional Director, the position is responsible for:

- ✓ Developing and communicating in conjunction with the Regional Director, and subject to approved policies and procedures, appropriate HRD, HRM and IR policies, systems and procedures for the Authority and its staff (staff complement of over 2930)
- ✓ Ensuring that the HRD, HRM and IR systems and procedures are implemented by the Authority's Line Managers
- ✓ Planning, Organizing and Guiding the activities of the HRM and IR Division to ensure that objectives are achieved and efficiency maintained

SPECIFIC KNOWLEDGE REQUIRED:

- ❖ Sound knowledge of the laws, procedures and best business practices pertaining to industrial relations, employment and terminations, salary/contract administration, employee benefits and welfare
- ❖ Sound knowledge of current techniques of human resources motivation and development
- ❖ Working knowledge of computerized Human Resource Information Systems

REQUIRED SKILLS AND SPECIALIZED TECHNIQUES:

- ❖ Strong interpersonal and negotiating skills, inclusive of counseling, grievance handling, interviewing and coaching
- ❖ Strong oral and written communication skills
- ❖ Sound analytical, problem-solving, decision-making, and conflict resolution skills

QUALIFICATIONS AND EXPERIENCE:

The ideal candidate must have:

- ❖ First Degree in Management, HR/Public Administration or equivalent
- ❖ Specialized/Post Graduate Training in Human Resource Management and Industrial Relations
- ❖ A minimum of five (5) years experience in HRM and IR, of which at least three (3) years must be at the Senior Management Level. Experience in the Public Sector would be an asset

Applications along with detailed resumé should be submitted no later than May 31, 2011 to the:

**Director
Human Resource Management and Industrial Relations
Western Regional Health Authority
C/o Cornwall Regional Hospital
P O Box 900
Mt. Salem
Montego Bay
Or E-mail: jobs@wrha.gov.jm**

NB: Only short-listed applicants will be contacted