



Manager, Human Resources

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The Authority has played a pivotal role in the development of the wireless communication industry which has impacted significantly on the national economy.

Responsibilities

Reporting to the Managing Director, the **Manager, Human Resources** manages and guides the provision of human resources services, policies and programmes to facilitate the organization achieving its vision, mission and goals. Principal duties include:

- Provide guidance to management and staff on all personnel related issues.
- Develop human resource policies and procedures that support the goals and objectives of the organization and needs of staff.
- Manages the recruitment and selection process to meet staffing needs.
- Identify training needs and plans to ensure that all members of staff acquire both the hard and soft skills necessary to effectively perform the functions of their jobs.
- Manage staff training and development processes and developing mechanisms for measuring training effectiveness.
- Coordinate and manage activities of the Office Services Unit.

Requirements

- Bachelor's Degree in Human Resources Management or a related area.
- Knowledge of GOJ human resource policies and procedures.
- Sound knowledge of Jamaican labour relations codes and laws, and local industrial relations practices.
- A high level of proficiency in the use of computer applications.
- At least five (5) years' related work experience at a senior level.
- Excellent oral and written communication skills.
- Excellent leadership and motivational skills.
- Excellent team player and experience in leading teams.

Applications must be submitted no later than September 2, 2016 to:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

.....Shaping Your Future With Wireless.....