



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

HUMAN RESOURCE MANAGEMENT OFFICER (LEVEL 7)

Salary Range: \$4,266,270 – 5,737,658 per annum

JOB SUMMARY

Under the general direction of the Manager, Human Resources, the **Human Resource Management Officer (Level 7)** is responsible for recruitment and selection, records management, leave management, staff benefits and welfare, and other HR related activities within the Section that supports the NCRA's strategic objectives.

KEY RESPONSIBILITIES

- Ensures that all incoming and outgoing correspondences are logged and dispatched in a timely manner
- Receives and peruses all applications for employment and prepares the shortlisting instrument.
- Co-ordinates the recruitment, selection and orientation of staff members
- Conducts reference checks for prospective employees
- Create personal files for new employees and maintain files for existing staff members
- Requests documents/information that is missing from the files of staff members
- Maintains electronic Attendance Registers for the Head Office and Regional Offices
- Processes leave applications including Vacation, Departmental/Emergency, Sick, Paternity and Maternity

- Ensures all Leave Records are up-to-date
- Provides administrative support in respect of all HR matters
- Updates and maintains the staff list and other HR systems/spreadsheets
- Prepares documentation for appointments/promotion, acting assignment, reassignment, separation, etc.
- Administers staff benefits and other HR related matter
- Liaises with staff members to resolve issues, communicate meeting schedules and meeting agenda when necessary
- Advises staff members on matters pertaining to the Conditions of Service, GoJ guideline/circulars, leave management and other HR related matters
- To contribute to the establishment of an environment climate that is conducive to motivating staff and ultimately enhances productivity
- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the HR Section and the NCRA's Strategic objectives
- Recommend and support welfare activities on a quarterly and yearly basis
- Prepares monthly and other reports as required
- Attends meetings, conferences and other functions as required;
- Performs other related functions assigned from time to time

REQUIRED COMPETENCIES

- Good Administrative Management Principles and Practices
- Proficient in Microsoft Office Suite
- knowledge of Jamaican Labour Laws and HR practises
- Ability to multi-task while meeting deadlines
- Ability to work on own initiative and with minimal supervision.
- Excellent interpersonal/ human relations skills and team skills
- Good written and oral communication skills

- Excellent customer service skills
- Work under pressure and manage competing priorities to a high level of accuracy
- Integrity, confidentiality and professional ethics

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Human Resource Management or a related field;
- Three (3) years related working experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal physical demands
- Mental demands associated with coordination of multiple operational functions
- Occasional accompany Manager, HR to regional offices
- Extended work hours during peak HR cycles
- Sensitive and confidential information handling

Applications must be submitted no later than **April 7, 2026** by **email only** to:

The Manager, Human Resources

National Compliance and Regulatory Authority (NCRA)

19 Hope Road

Kingston 10

humanresource@ncra.org.jm

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.