



Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Pharmacy Council, Ministry of Health and Wellness**.

Manager, Human Resource Management & Administration (GMG/SEG 1)

[Vacant]

Salary Scale: \$3,501,526 - \$4,709,163

Job Purpose

Under the direction of the Registrar of the Council, the Manager, Human Resource Management & Administration is responsible for coordinating the Human Resources Management related activities within the Pharmacy Council. The incumbent is also responsible for ensuring the efficient operation of the Administrative functions of the Council.

Key Responsibility Areas

Administration

- Develop and implement office and property management policies and procedures.
- Ensure compliance with health and safety regulations and implement appropriate measures.
- Oversee the procurement and inventory management for office supplies and equipment.
- Provide guidance and support to office staff on administrative policies and procedures.
- Prepare regular reports on office maintenance, expenses, and compliance activities.

Human Resource Management

- Manages and administers the recruitment selection and separation process.
- Provides information, guidance and assistance to staff on HR related policies and procedures.



- Assists in guiding managers and employees in resolving performance and disciplinary matters.
- Assists in monitoring Performance Evaluation Reports, analyses data and provide guidance as necessary.
- Maintains the Human Resource Management Information System database to provide support for manpower planning activities.
- Develop and coordinate employee training programmes to ensure compliance with organizational policies, procedures, and regulations.
- Manages the processing of employee benefits.
- Maintain accurate and up-to-date leave records for all employees.
- Supervision and co-ordination of duties of the office support staff.
- Maintaining up to date personnel file for each staff member.

Minimum Required Education and Experience

- First Degree in Human Resource Management/Public Administration with three (3) years related experience; or
- Diploma in Human Resource Management with six (6) years related experience; and
- Training in Government of Jamaica Human Resource Management policies and practices.

Applications with résumés are to be submitted no later than **May 29 2026** to:

Registrar
The Pharmacy Council
91 Dumbarton Avenue,
Kingston 10
rxCounciljm@pcoj.gov.jm

The Pharmacy Council thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.