



Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Corporate Services Division, Human Resource Management and Development Branch, Ministry of Health & Wellness.

Senior, Industrial Relations Officer (GMG/SEG 1) (Band 7) (vacant)

Salary range: \$3,501,526 to \$4,709,163 per annum

JOB PURPOSE

Under the general direction of the Director, Employee Relations, Occupational Health & Safety, the Senior Industrial Officer will be responsible for processing claims made by Trade Unions and Staff Associations on behalf of employees in the Ministry of Health's Head Office and Regional Health Authorities

KEY OUTPUTS:

- Claims examined;
- Causes of disputes investigated;
- Documents for negotiations prepared;
- Negotiations costing prepared;
- Queries from Trade Unions and Staff Associations addressed;
- Research conducted;
- System for storage and retrieval of records developed and maintained;
- Monthly/Quarterly/Annual Reports prepared and submitted

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities:

- Prepares Individual Work Plan;
- Conducts research into particular industrial relations issues.

Technical /Professional Responsibilities

- Assists the Director, EROHS in the examination and settling of claims made on the Ministry of Health & Wellness by Trade Unions and Staff Associations;
- Attends meetings with Trade Unions and Staff Associations, the Ministry of Labour and Social Security to discuss/ negotiate staff claims;
- Obtains relevant information from within the Ministry of Health and from external bodies in order to arrive at solutions for settling claims, disputes etc;

- Assists the Director, EROHS in investigating the cause of disputes and the circumstances relating to work stoppage, go slow or any other form of labour unrests;
- Prepares documents needed for union negotiations;
- Prepares costing of all claims in respect of fringe benefits received from Trade Unions and Staff Associations;
- Prepares costing on negotiated agreements in order to obtain financial support from the Ministry of Finance and the Public Service;
- Processes queries from Trade Unions and Staff Associations regarding their members who are employees of the Ministry;
- Assists in providing responsive and high-quality support, and advice to members of staff, including senior managers to ensure the appropriate management of all employee relations issues in order to maintain industrial peace;
- Liaises with the Ministry of Finance and the Public Service Industrial Relations Unit, the Ministry of Labour and Social Security and the Industrial Disputes Tribunal in union negotiations on behalf of the staff at Head Office and the Regional Health Authorities;
- Provides technical advice to staff at the Ministry's Head Office and Regional Health Authorities on industrial relations matters;
- Participates as a team member in developing strategies to address situations, which adversely affect the morale and effectiveness of staff;
- Drafts memorandum to the Ministry of Finance and the Public Service seeking clarification and guidance in the implementation of some circulars;
- Keeps abreast of trends and developments in the Industrial/Labour Relations field by maintaining a network with other organizations through Industrial Relations /Human Resources Specialists and line managers and by attending relevant seminars/workshops.
- Prepares and submits monthly/quarterly/annual or other reports as requested.

Other Responsibilities

- Performs other related duties that may from time to time be assigned.

Technical Competencies

- Knowledge of laws and regulations governing employment and industrial relations;
- Knowledge of employee benefits administration and related statutory regulations;
- Knowledge of current principles and practices in the field of human resource and industrial relations;
- Proficiency in the use of relevant computer software and computer applications.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE
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- A Bachelor's degree in Human Resource Management/Social Sciences or a related field;
- Training in Industrial Relations and Human Resource Management;
- Minimum of three (3) years working experience in Industrial Relations;

Applications with résumés are to be submitted no later than Friday, July 10, 2026 to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.