



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 113

OSC Ref. C.4858³⁵

18th May, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Assistant Human Resource Officer (GMG/AM 3)** in the **Human Resource Management Unit, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Senior Human Resource Officer, Staffing, the Assistant Human Resource Officer (GMG/AM 3) is responsible for undertaking Human Resource Management (HRM) activities in accordance with established policies and procedures, in order to achieve the Ministry's Strategic Objective.

Key Responsibilities

Management/Administrative:

- Represents the Ministry at conferences, meetings, workshops and seminars;
- Provides Human Resource Management advice and guidance to Heads of Division/Department/Unit.

Technical/Professional:

- Prepares job profiles for approval in respect of vacant positions after consultation with Senior Human Resource Manager;
- Prepares schedule of shortlisted applicants and advises applicant of date, time and venue for interview;
- Participates in the recruitment, selection and appointment of staff for posts equivalent to (GMG/AM 3) and below;
- Prepares documents and makes necessary arrangements for interviews including selection mechanism;
- Conducts and documents background checks of successful applicants;
- Investigates queries by the Office of the Services Commissions (OSC) and provides information;
- Administers test for officers required to be tested;
- Assists with conducting Orientation Programmes for new employees to ensure that they are aware of the policies, procedures and regulations of the Division and the Ministry;
- Assists in conducting and analyzing Exit Interviews for employee separating from the service and ensures that all separation matters are satisfactorily settled;
- Provides professional advice on the interpretation of Human Resource policies, procedures/guidelines for the Ministry;
- Submits recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to the Human Resource Executive Committee (HREC) for approval;
- Ensures that new employees are aware of and adheres to the policies procedures and regulations of the Division and Ministry;
- Assists with the preparation of Work Plans;
- Appraises the Senior Human Resource Officer of officers who are acting or vacancies, employed in clear vacancies and request recommendations as to their suitability for appointment/promotions;
- Advises and distributes approval from the HREC for acting appointments, temporary employment, promotions, appointments, resignations and termination;
- Advises the Salaries Unit to effect payments based the HREC approval for acting appointments, resignations and termination;
- Prepares quarterly reports for the Unit;
- Liaises with Secondary High Schools, Tertiary Institutions and Community Colleges to provide placement of student for work experience or voluntary services;

- Performs any other related duties assigned by the Senior Human Resource Officer and Director, Human Resource Management, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Strong customer relations skills
- Good leadership skills
- Strong teamwork and cooperation skills
- Strong integrity
- Ability to demonstrate initiative
- Good interpersonal and people management skills

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Good knowledge of principles and practices of human resource administration
- Sound knowledge of the Staff Orders and Public Service Regulations

Minimum Required Qualification and Experience

- Associate/Diploma in Public Administration, Human Resource Management, Management Studies, Personnel Administration;
- Three (3) years' experience in Human Resource Management.


Applications accompanied by résumés should be submitted **no later than Monday, 1st June, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**