



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 127

OSC Ref. C.4515/S3

12th June, 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 be assigned to the post of **Senior Human Resource Officer (GMG/SEG 2) – (Not Vacant)** in the **Court Administration Division (CAD), Supreme Court**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Director, Human Resource Management (GMG/SEG 3), the Senior Human Resource Officer (GMG/SEG 2) is to support the human resource needs of the Supreme Court with a view to achieving organizational efficiency and effectiveness in accordance with the Vision and Mission of Court Administration Division and in keeping with the Government of Jamaica's (GoJ's) Human Resource (HR) policies and regulations.

Key Responsibilities

Management/Administrative:

- Participates in the preparation of the Operational Plans for the Unit and monitors the implementation of this plan to ensure that the Unit's work is carried out according to plan and within budget;
- Participates in meetings, conferences and other fora on behalf of the Supreme Court.

Technical/Professional:

- Administers the Human Resource policies and procedures in keeping with the Staff Orders and the Public Service Regulations;
- Assesses the Organization's manpower requirement in order to meet the needs of the Organization;
- Handles the recruitment and selection of staff for assign levels;
- Processes and advises relevant officers, internal and external Departments on officers' employment status (e.g. resignation, termination, retirement and benefits);
- Co-ordinates and monitors the appointment and promotion process of staff;
- Participates in the orientation of new recruits;
- Advises staff on issues, including performance appraisal, promotion, disciplinary procedures, punctuality, pensions and benefits;
- Monitors the processing and approval of all leave applications, including Vacation, Departmental, Casual, No-Pay, Sick and Maternity for employees of the Judiciary and the Court Administration Division (CAD) in keeping with Public Sector policies procedures and guidelines;
- Maintains an up-to-date staff list and Human Resource records for all staff of the Judiciary and CAD;
- Implements HR intervention strategies e.g. counselling, training and/or staff rotation;
- Ensures that arrangements for medical examination of permanently appointed staff members are made;
- Provides, guidance, mentorship, counselling and coaching to the general staff;
- Partners with the Training and Development Unit to make arrangements to address training and developmental needs for Direct Reports;
- Prepares monthly and quarterly reports and submits to the Senior Director of Human Resource Management, CAD;
- Keeps abreast of best practices in the Human Resource Management field.

Human Resource:

- Recommends applications for leave (Study, Day Release, Vacation and No-Pay) for Direct Reports;

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge and understanding of the Staff Orders, Public Service Regulations and other related GoJ policies and procedures
- Sound knowledge and understanding of the Human Resource Management (HRM) principles and practices
- Proficiency in the use of relevant computer applications

Core:

- Good decision-making, analytical and problem-solving skills
- Good organizing and planning skills
- Good oral and written communication skills
- Good time management skills
- Good customer relations and interpersonal relationship building skills
- Ability to lead and manage teams and projects
- Ability to use initiative
- Ability to work in a methodical manner
- Ability to exercise a high level of integrity and confidentiality

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or equivalent qualification from an accredited institution with four (4) years' experience in related field;
- Supervisory Management is an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 25th June, 2020 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

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**