



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No.163 **OSC Ref. C.4858³⁵**

15th July, 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 **Administrator (GMG/AM 3) – (Not Vacant)** in the Department of Co-operatives & Friendly Societies, **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 direction of the Human Resource and Administration Manager (GMG/SEG 1), the Administrator (GMG/AM 3) is responsible for planning, organizing, directing and controlling all Human Resource and Administrative functions for the Unit (Hope Gardens location).

Key Responsibilities

Management/Administrative Responsibilities

- Participates in the Unit's Strategic Planning process;
- Provides advice/guidance to all members of staff on the interpretation and application of Government policies, rules and regulations;
- Provides advice/guidance and support to the Regional Manager;
- Represents the Unit at meetings, seminars and workshops.

Technical/Professional Responsibilities

- Maintains the Division's Staff List;
- Participates in the recruitment and selection of staff for the Unit;
- Reviews and evaluates performance and submits reports;
- Prepares reports for submission to the Director, Agricultural Loan Societies and approved organizations;
- Submits recommendations to the Human Resource and Administration Manager for acting appointments, promotions, appointments, Vacation Leave, Study Leave, Recreational Leave and Sick Leave;
- Prepares letter of justification for the operation of the posts within the Unit;
- Maintains Service Records and ensures authenticity;
- Maintains inventory of equipment and furniture;
- Approves Departmental Leave for officers under direct supervision;
- Monitors Attendance Register and maintains Leave Cards for the entire Unit.

Human Resource Management Responsibilities

- 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 attaining 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;
- Develops and implements a succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division in collaboration with the Human Resource Division;
- 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;
- Performs any other related duties assigned from time to time.

Required Competencies

Core:

- Good oral and written communication skills
- Excellent planning and organizing skills
- Strong customer and quality focus skills
- Good time management skills
- Good interpersonal skills
- Problem solving and decision making skills
- Methodical
- Teamwork and co-operation
- Demonstrates Initiative

Functional/Technical:

- Proficient in relevant computer applications
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of Human Resource Management and Administration

Minimum Required Qualification and Experience

- Diploma/Certificate in Human Resource Management, Public Administration
- Plus at least two (2) years' experience at a supervisory level


Applications accompanied by résumés should be submitted **no later than Tuesday, 28th July, 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**