



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 169

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21st 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 **Assistant Human Resource Officer (GMG/AM 3)– (not vacant)** in the **Human Resource Management Unit, Benefits Unit, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF), for the period September 2020 to August 2022**, 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 (GMG/SEG 1), the Human Resource Officer (GMG/AM 3) is responsible for administering Staff Benefits to all members of staff for which he/she is eligible in keeping with conditions of service and Government of Jamaica Policies in force from time to time.

Key Responsibilities

Management/Administrative

- Represents the Ministry at meetings, seminars, conferences and workshops;
- Provides technical guidance and advice to Directors and members of staff on all Staff Benefits available.

Technical/Professional

- Processes recommendations to the Ministry of Finance and the Public Service for various loans available:
 - Motor Car Loan
 - Miscellaneous Loan
 - Computer Loan
 - Financial Assistance
 - Motor Vehicle Insurance
 - Tertiary Loan
- Ensures that application for Motor Vehicle Loan and other loans are processed and submitted to the Ministry of Finance and the Public Service and Accountant General;
- Ensures that officers applying for various loans are eligible to receive same;
- Examines and checks for sound substantial reason for requesting various loans;
- Examines Proforma Invoice for completeness and authenticity;
- Compiles supporting documents to be submitted with recommendations and ensures they are forwarded;
- Processes Submissions to Ministry of Finance and the Public Service, Accountant General and Cabinet Office and answers follows up;
- Liaises with Ministry of Finance and the Public Service, Cabinet Office and Accountant General to provide additional information required and to deal with complex request;
- Ensures the Salaries Unit is advised of approvals granted in order to facilitate deduction;
- Monitors and ensures that officers applying for Duty Concession are eligible to receive same;
- Examines process and makes recommendations to the Ministry of Finance the Public Service for the grant of Duty Concession;
- Processes recommendations for the attachment of traveling allowance to posts in the Ministry;
- Compiles all required documents to support recommendation of the attachment of traveling allowance to posts;
- Checks and ensures Application Forms for completeness;
- Ensures that the list of employees who are eligible for Long Service Awards is prepared in a timely manner for submission to the Cabinet Office;
- Ensures that all systems are in place to provide employees with information about benefits for which they are eligible;

- Advises individual members of staff of all benefits for which he/she is eligible to receive in keeping with Condition of Service Policy;
- Advises all Heads of Division/Section/Unit on matters affecting staff welfare;
- Interprets and implements Government's policies related to staff benefits
- Keeps all rules and regulations which affect staff current and posted for their information;
- Collates information and prepares Long Service Award Schedule for members of staff who have completed the number of years for Long Service Entitlement.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and for instant corrective action where necessary to improve performance;
- Provides leadership and guidance to direct reports through effective planning, communication, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division;
- Reviews and evaluates Performance Evaluation Reports and makes recommendation for training.

Required Competencies

Core:

- Excellent oral and written communication skills.
- Good Customer relation skills
- Managing the client interface
- Good leadership skills
- Interpersonal skills
- Excellent time management skills.
- Excellent planning and organizing skills

Functional/Technical:

- Good problem solving skills.
- Knowledge of the operations of Government/Knowledge of the Ministry's Policies and Procedures.
- Sound knowledge of Staff Orders and Public Service Regulations, Policies and Procedures
- Use of relevant computer software applications

Minimum Required Qualification and Experience

- Associate/Diploma in Public Administration, Human Resource Management, Management Studies, Business Administration
- Three (3) years experience in Human Resource Management

Applications accompanied by résumés should be submitted **no later than Monday, 3rd August, 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**