



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 209

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26th August, 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 following **vacant** posts in the **Office of the Services Commissions (OSC)**:

1. **Human Resource Auditor (GMG/SEG 2)**, salary range \$2,023,418 – \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Human Resource Information and Development Officer (GMG/SEG 1)**, salary range \$1,577,197 – \$1,874,755 per annum and any allowance(s) attached to the post.
3. **Technical Support Assistant (MIS/IT 3)**, salary range \$1,103,782 – \$1,312,050 per annum and any allowance(s) attached to the post.

1. Human Resource Auditor (GMG/SEG 2)

Job Purpose

To support the Senior Human Resource Auditor in assessing the performance of Ministries/Department/EAs to determine compliance with guidelines governing the management of delegated HR functions.

Key Responsibilities

Technical/Professional

- Assists with the development and implementation of the audit and monitoring programmes for Ministries/Departments/EAs assigned;
- Assists in conducting Human Resource Audits by examining Minutes of Human Resource Committees' meetings, personal and other files, and other sources of secondary data, as well as assisting in the conduct of interviews and focus group discussions to determine the level of compliance to the standards outlined in the Accountability Agreement;
- Prepares working papers and reports on audit findings for submission to the Senior Human Resource Auditor and/or Director, Human Resource Audit;
- Makes recommendations for corrective action and improvement;
- Conducts on-going monitoring activities including site visits of the Ministries/Departments/EAs assigned and examination of personnel transactions and Quarterly Reports submitted;
- Prepares monitoring reports as required, as well as provides assistance in the preparation of Audit Reports;
- Provides general information on Human Resource issues affecting delegation as requested.

Required Knowledge, Skills and Competencies

- Excellent report writing skills
- Ability to analyse, interpret and present data
- Ability to use appropriate language, tense, style and formality for professional report
- Sound interpersonal/communication skills
- General knowledge of the general operations of the machinery of Government, especially the Public Sector Human Resource Management and Development framework
- Sound personal and professional integrity
- Excellent customer orientation skills
- Good knowledge of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Human Resource Management/Development, Public Administration, Management, any equivalent combination of qualifications and training
- At least five (5) years working experience in the field of Human Resource Management.

Special conditions associated with the job

- Typical office environment, No adverse working conditions.
- Position requires travelling and occasional overnight stays.

2. Human Resource Information and Development Officer (GMG/SEG 1)

Job Purpose

- To manage/administer the Office's Public Education Programme to keep stakeholders and client abreast of new developments in Human Resource Management policies, procedures and best practices.
- To conduct necessary research activities in order to facilitate the assessment of the management of the delegated functions within Ministries/Departments and Executive Agencies, as well as level of adherence to the OSC's service standards as outlined in its Citizens' Charter.

Key Responsibilities

Technical/Professional

- Compiles, analyzes and presents data on employment issues, particularly those related to the delegated Human Resource functions, as well as data on OSC's organizational performance;
- Conducts research activities using the appropriate instruments;
- Prepares Reports on research findings, implementation status of the OSC's communication plan, feedback from clients, as well as other performance reports as may be required;
- Develops, documents and implements the Communication strategy and plan for the Office;
- Disseminates information about the OSC and Human Resource activities within the Central Government, especially as they relate to the delegated functions through press releases, fact sheets, workshops, information sessions, newsletters, employment fairs and other public contact programmes;
- Provide information to clients on issues relating to the OSC's operations, the management of the delegated functions, as well as Public Sector Human Resource issues;
- Provide advice to Deputy Chief Personnel Officer – Information, Standards and Education on issues relating to the selection of appropriate communications and research strategies/methodology;
- Assist in the organization and delivery of training programmes using the appropriate methodology in keeping with the principles of adult learning.

Human Resource Management

- Prepares Annual Individual Work Plan in collaboration with the Director, Human Resource Information and Public Education and in keeping with the strategic objectives of the Office of the Services Commissions.

Required Knowledge, Skills and Competencies

- Sound analytical skills
- Creative thinking capacity
- Excellent interpersonal skills
- Decision making skills
- Computer literate (SPSS, Microsoft Office)
- Sound knowledge of Public Sector Human Resource policies and procedures
- Excellent oral and written communication skills
- Sound research skills

- Sound interviewing skills
- Networking skills
- Knowledge of the media landscape

Minimum Required Qualification and Experience

- Undergraduate degree in the Social Sciences, emphasis in Human Resource Management
- At least three (3) years experience in the Public Sector environment, either in the areas of HRM or Public Sector Management.

3. Technical Support Assistant (MIS/IT 3)

Job Purpose

To support the Systems Administrator in the implementation and maintaining of the information systems in accordance with the requirements of the various Divisions/Units within the organisation in keeping with the Department's overall goals and objectives.

Key Responsibilities

Technical/ Professional

- Assists in diagnosing hardware and software problems and replace defective components;
- Assists in devising measures (e.g. backup, system redundancy, anti-virus prevention, disaster recovery) which will minimize exposure to potential threats and reduce recovery time;
- Ensures networks, workstations, operating systems and software applications are operational; ensures hardware and software are patched and/or updated; ensures all analog and broadband circuits are operational and in accordance with vendor specifications;
- Assists in monitoring the performance of the UPS to ensure that a clean continuous supply of electricity is available at all times, except for scheduled maintenance;
- Recommend changes to improve systems and network configurations, and recommend hardware or software requirements related to such changes;
- Confers with network users about how to solve existing system problems.
- Assists staff in understanding and using technology;
- Participates in setting up audio-visual equipment for training programmes, interviews, meetings, functions etc.;
- Provides advice and technical support to system users;
- Performs any other duty that may be assigned from time to time by the Systems Administrator and/or Director, Information Technology.

Required Knowledge, Skills and Competencies

- Good knowledge of computer hardware, software, firmware and peripherals
- Good knowledge of computer software programmes
- Good problem solving skills
- Excellent oral and written communication skills
- Ability to use initiative
- Excellent customer orientation skills

Minimum Required Qualification and Experience

- Undergraduate Degree in Computer Science or Information Technology, or related field with emphasis on hardware maintenance or related discipline.

OR

- Associate Degree/Diploma in Computer Science or related field with at least two (2) years' experience in computer maintenance and in administration of computer networks including intranets, internet, extranets and fiber optic cable.

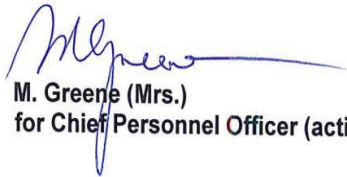
Applications accompanied by Résumés should be submitted **no later than Tuesday, 8th September, 2020 to:**

**Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: sjohnson-mason@osc.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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)