



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 199
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18th August, 2020

RE-ADVERTISEMENT

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 **Senior Human Resource Officer (GMG/SEG 1)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Human Resource Management, the Senior Human Resource Officer assists with the processing of Human Resource transactional services and supports the Human Resource activities that are aligned to the Ministry's Human Resource Management Strategy and Policy. The primary focus of the position is to assist in processing employee benefits, maintaining employee records and the relevant Human Resource Management Systems – including the E-Census and the Public Employee Pension Administration System.

Key Responsibilities

- Assists with the recruitment and selection procedures for junior staff in the Accounting, Secretarial and Clerical Occupational Groups, as well as support staff;
- Assists in the preparation of circulars for job vacancies to be advertised internally or externally. Processes letters of application for employment including applications referred from the Office of the Services Commissions;
- Assists with the administration of assessment tests;
- Co-ordinates administrative arrangements for panel interviews;
- Co-ordinates the administrative arrangements for the hiring and appointment of staff, including the preparation of employment letters and the creation of personal files for new staff;
- Participates in orientation exercises for new staff;
- Requests Probationary Reports for staff and makes arrangements for medical examination upon permanent appointment;
- Advises the Salaries Section regarding staff appointments, promotions, assignments, transfers separations related to portfolio assignment;
- Assists with the maintenance and updating of Master Control Records;
- Monitors the maintenance of the Attendance Register for all Departments. Ensures that all absences are duly recorded and approved;
- Prepares documentation for submission to the Disciplinary Committee for employees who are habitually late and/or absent;
- Maintains the Ministry's Human Resource Management Systems including the E-Census and the Public Employee Pension Administration System (PEPAS);
- Assists in uploading Historical Service Credit Records to the PEPAS;
- Updates and submits monthly Service Credit Records (Batch 2) to the Pensions Administration Unit;
- Assists in maintaining a Motor Vehicle Register database to track submission of motor vehicle documents for the payment of the travelling allowance to eligible officers;
- Provides guidance to supervisors and managers in the development of Work Plans;
- Assists with the review of performance standards and criteria for specific Occupational Groups;
- Assists in preparing/reviewing output focused Job Descriptions for new and existing posts, as directed;
- Provides advice and guidance to staff in the interpretation and application of the Staff Orders, the Foreign Service Orders and the Public Service Regulations;
- Seeks advice from the Ministry of Finance and the Public Service on conditions of service matters not covered by the Regulations;

- Assists in maintaining a schedule of all persons who are eligible for retirement. Uploads valid documents for staff to the PEPAS;
- Assists with the electronic submission of Pension Claims for staff to the Pension Administration Unit;
- Assists with the transmission of applications for loans and benefits to the Ministry of Finance and the Public Service. Ensures that requirements for these benefits are met in accordance with the Regulations;
- Assists in processing benefits and allowances payable by the Ministry to staff;
- Participates in the execution of the Ministry's Wellness Programmes as required, to promote and encourage healthy lifestyles;
- Performs any other duties assigned as directed.

Required Knowledge, Skills and Competencies

- Organizational awareness - sound knowledge of the Ministry's role and function
- Management capability - good planning and organizing skills
- Good working knowledge of recruitment and selection tools
- Excellent interpersonal skills
- Strong customer service orientation
- Good oral and written communication skills
- Good problem solving skills
- Ability to analyze problems, choose between alternatives and recommend solutions
- Good team building skills
- Good working knowledge of the objectives and principles of the Government of Jamaica Performance Management Appraisal System
- Sound knowledge of the provisions of the Staff Orders and the Public Service Regulations
- General knowledge of the Pensions Act, the National Insurance Scheme (NIS) Act and other directives governing terms and conditions of service in the Public Sector
- Judgment - ability to exercise a high level of discretion in dealing with sensitive or confidential issues
- Professional Integrity - ability to gain the trust and support of others
- Proficiency in computer applications

Minimum Required Qualification and Experience

- First Degree in Public Administration or Management Studies, with major in Human Resource Management;
- Certificate in Computer Applications;
- Five (5) years related professional experience as a Human Resource Management Practitioner in the Public Sector.

Special Condition Associated with the Job

- May be required to work overtime to meet deadlines.

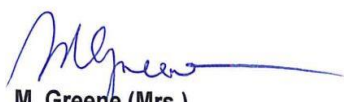
Applications accompanied by résumés should be submitted **no later than Monday, 31st August, 2020 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5**

E-mail: hrmassistant@mfaft.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)**