



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 186**

**OSC Ref. C. 4858<sup>36</sup>**

**5<sup>th</sup> 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 **vacant** post of **Senior Human Resource Officer (GMG/SEG 2) in the Human Resource Management & Development Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Senior Director, Human Resource Management and Development (GMG/SEG 4), the Senior Human Resource (GMG/SEG 2) is responsible for administering Human Resource functions that will support the goals and objectives of the Human Resource Management Division within the Ministry. The incumbent will also be responsible for the administration of contracts for all project staff within the Ministry and will ensure that the interpretation and equitable application of Government Policies and Procedures.

### **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 Ministry of Industry, Commerce, Agriculture and Fisheries and its Agencies;
- Represents the Division at meetings, seminars, conference and workshops;
- Provides technical guidance and advice to Directors/Managers on all staffing needs or related issues;
- Submits Post Operation Submissions to the Ministry of Finance and the Public Service for the continued operations of posts;
- Monitors the Ministry's Human Capacity Plan;
- Provides Human Resource advice to Director, Managers and members of staff;
- Monitors and submits Human Resource Reports on a monthly basis.

#### **Technical/Professional**

- Processes all contracts for Project Staff
- Administers the Human Resource Policies and Procedures in keeping with the Staff Orders and the Public Service Regulations;
- Processes documents pertaining to Human Resource needs for Agencies falls under the ambit of MICAF;
- Assesses the Organization's manpower requirement in order to meet the needs of the Organization;
- Handles the recruitment and selection of Project Staff and other assigned levels;
- Processes and advises relevant officers, internal and external Departments on officers' employment status (e.g. resignation, termination);
- Prepares Terms of References;
- Prepares advertisement for post and submits it to the relevant Agencies for postings;
- Seek approval for no objections from the relevant Offices – MOF&P, CDB, IDB, WB etc.;
- Identifies suitable candidates by way of participation in interviews;
- Prepares and issues contracts;
- Provides advice/guidance to Project Managers on Human Resource matters relating to their projects;
- Maintains and updates project records;
- Monitors the Human Resource Capacity Needs of the Ministry;
- Updates and submits reports on the Human Resource Capacity Plan
- Liaises with CTD's/Principal Directors/Directors/ Heads of Units on the status of Divisions;

- Obtains information on financial status from the Finance and Accounts Division to ascertain viability of filling posts;
- Prepares documents for the processing of for submission to the Ministry of Finance and the Public Service;
- Conducts research and submits findings to relevant office;
- Investigates queries relating to HR related issues.

### **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;
- Performs any other related duties assigned.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Excellent oral and written communication skills;
- Leadership skills
- Time management skills
- Integrity
- Teamwork & co-operation
- Planning and organization skills
- Problem solving and decision making skills

#### **Technical**

- Excellent knowledge of Government's Human Resource policies, regulation and procedures
- Sound knowledge of Staff Orders and Public Service regulations, policies and procedures
- Sound knowledge of Contract Administration
- Excellent knowledge of Human Resource Management practices
- Sound knowledge of Budget preparation
- Analytical Skills
- Proficiency in the use of relevant computer applications
- Methodical

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management, Public Administration or equivalent;
- Five (5) years' experience in Human Resource related functions.

### **Special Conditions Associated with the Job**

- Traveling to various locations to perform work-related functions and/or attend meetings.

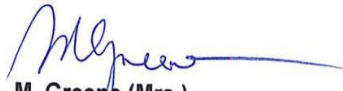
Applications accompanied by résumés should be submitted **no later than Wednesday, 19<sup>th</sup> August, 2020 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6.**

**E-mail: [hrm@micaf.gov.jm](mailto: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.**



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