



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

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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/be assigned to the following posts in the **Post and Telecommunication Department**:

1. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 2) (Staffing) – (Vacant)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Senior Human Resource Officer (OD & PM) (GMG/SEG 1) – (Vacant)**, salary range \$1,577,167 - \$1, 874,755 per annum and any allowance(s) attached to the post.
3. **Senior Human Resource Development Officer (GMG/SEG 1) – (Vacant)**, salary range \$1,577,167 - \$1, 874,755 per annum and any allowance(s) attached to the post.
4. **Human Resource Officer (GMG/AM 4) (Staffing) – (Vacant)**, salary range \$1,410,802 - \$1, 677,000 per annum and any allowance(s) attached to the post.
5. **Human Resource Officer (GMG/AM 4) (Employee Relations) – (Vacant)**, salary range \$1,410,802 - \$1, 677,000 per annum and any allowance(s) attached to the post.
6. **Human Resource Officer (GMG/AM 4) (Occupational Health and Safety) – (Vacant)**, salary range \$1,410,802 - \$1, 677,000 per annum and any allowance(s) attached to the post.
7. **Assistant Human Resource Officer (GMG/AM 3) (Staffing) – (Vacant)**, salary range \$1,181,789 - \$1,404,775.00 per annum and any allowance(s) attached to the post.
8. **Assistant Human Resource Officer (OD & PM) (GMG/AM 3) – (Vacant)**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.
9. **Assistant Human Resource Officer (Leave) (GMG/AM 3) – (1 Vacant and 2 Not Vacant)**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.
10. **Records Officer (PIDG/RIM 2) – (Vacant)**, salary range \$748,959 - \$890,277 per annum and any allowance(s) attached to the post.

1. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 2)**

Job Purpose

The Director, Employee Relations, Occupational Health and Safety is responsible for developing and implementing Employee Relations and Welfare Strategies which are designed to motivate staff to meet the Department's strategic needs. The incumbent is also responsible for the management of discipline and grievance and is required to foster and promote a harmonious Industrial Relations Climate, while enabling employees to be productive, healthy and safe.

Key Responsibilities

Administrative/Managerial

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Employee Relations and Wellbeing (ERW) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;

- Manages the daily operations of the HRW Unit to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Provides guidance/advice to the Postmaster General, Director, HRMD and other personnel on matters under purview;
- Administers policies and programmes ensuring consistency, equity and the maintenance of good Human Resources practices;
- Keeps abreast of trends and changes in Employee Relations and Wellbeing and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical

- Provides advice to managers and staff about Welfare, Grievance, Occupational Health and Safety, Industrial Relations and disciplinary matters;
- Develops, maintains and coordinates the implementation of the following policies for the Department:-
 - Code of Conduct and Disciplinary Procedures
 - Dress Code
 - Punctuality
 - Health and Safety
- Co-ordinates the establishment of a Disciplinary Committee as required;
- Manages the administration of the Disciplinary and Grievance processes for the Department and reviews and signs letters/correspondences to staff and externally in this regard or as directed by the Director, Human Resource Management and Development;
- Develops and maintains an Employee Relations Strategy that will foster and enhance co-operation, unity and fairness within the Department;
- Designs and implements systems and procedures as required to deal with employee related issues;
- Co-ordinates the establishment of a Welfare Committee and acts as Chairperson;
- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes and makes recommendations to improve/promote a harmonious working environment;
- Manages the operations of the Welfare Fund;
- Ensures that counseling is provided for staff as required;
- Ensures that employees are sensitized on Occupational Health and Safety matters, work life balance practices, disaster management and other current issues;
- Ensures the effective co-ordination of health, welfare and social activities for the Department;
- Contributes to development of the Department's Hurricane Plan;
- Liaises with Medical Practitioners regarding mentally ill staff;
- Ensures that mechanisms are developed to manage Occupational Health and Safety issues and other job related injuries that may occur;
- Reviews and prepares submissions (such as interdiction, consideration to terminate temporary employment) for the Human Resource Executive Committee (HREC) for consideration.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

- Good knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the administration of Human Resource Management services
- Good knowledge of GoJ's Budget Management process
- Current trends in Human Resource management techniques and practices;
- Good knowledge of Labour Laws and Occupational Health and safety practices;

- Good leadership and change management skills;
- Excellent interpersonal skills;
- Excellent oral and written communication skills; and
- Excellent planning and organizing skills.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Industrial Relations, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- A minimum of three (3) years' experience in the administration of employee relations matters and the planning and delivery of welfare initiatives in an organisation of similar size and complexity.

2. Senior Human Resource Officer (OD and PM) (GMG/SEG 1)

Job Summary

The Senior Human Resource Officer, Organizational Development and Performance Management (OD & PM) undertakes duties related to organizational reviews and restructuring, conducts research, and participates in the Employee Performance Management System (EPMS).

Key Responsibilities

Management/Administrative

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the ODPM's Section Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Section in the absence of the Director, Organizational Development and Performance Management (OD & PM);
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in Organizational Development and Performance Management and makes recommendations for their adoption where necessary to enhance the Department's Human Resource Service delivery.

Organizational Development

- Assists in the Organizational Review of the Department/Divisions/Branches/Sections by:
 - Conducting interviews with staff for systems and procedural studies
 - Assisting with the development and administering questionnaires to obtain specific information to inform studies, research, etc.
 - Analyzing data collected to determine approach to studies
 - Reviewing records that will assist in validating findings
 - Preparing and submitting reports based on findings of the analysis with proposed recommendations
- Drafts Operational Manuals that will reflect changes in policy/operations;
- Conducts sessions with groups in the development/preparation of Output Focused Job Descriptions;
- Drafts new and revised job descriptions;
- Provides feedback on progress of study/research to the Director, OD & PM;
- Assists in the maintenance of the Department's Organizational Charts: structures, functional profiles and process flow charts.

Performance Management and Employee Performance Management

- Manages the Performance Management process of the Department by establishing systems/processes to ensure that Performance Management instruments are properly completed and submitted in the established periods;
- Collaborates with the Corporate Planner, in the review of sample Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);

- Facilitates Unit and Individual Work Plans development sessions ensuring that the Department's objectives/targets are cascaded into these plans and to foster the principles and practices of the Performance Management process;
- Develops and implements EPMS related Change Management initiatives in collaboration with the Director, OD & PM other HRM colleagues, managers and supervisors in the Department;
- Assists in the development and maintenance of an organisation-wide Competency Framework to support performance management, staffing, and reinforcement of the Department's Core Values;
- Develops and maintains customised EPMS manuals, templates, forms, policies and procedures for the Department, in keeping with the EPMS Guidelines;
- Participates in the delivery of training for newly appointed managers and supervisors with respect to their responsibilities under the EPMS;
- Provides coaching, guidance and information on EPMS related issues to all staff including managers and supervisors;
- Works with managers and supervisors to ensure that EPMS Work Plans are completed for all relevant staff members within the agreed timeframe;
- Disseminates notification to Directors, Branch Managers and Supervisors with regard to the preparation of quarterly/annual /periodic Performance Evaluation Reports;
- Monitors compliance with the conduct of interim/annual evaluations and provides guidance as necessary;
- Ensures that Performance Appraisals for all relevant staff members are completed on an annual basis;
- Analyses Performance Appraisals documents, extracts and disseminates relevant information to HR Managers and the Finance and Accounts Division for follow up actions on behalf of employees;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Monitors the implementation of Staff Development Plans as an important aspect of performance management;
- Ensures that Performance Appraisal Records are properly maintained;
- Maintains a confidential register of performance ratings and applicable pay awards/sanctions;
- Extracts required employee records for the audit of the System and provides other support as required for the post implementation evaluation of the System;
- Provides Secretariat support to the Employee Performance Management and Appraisal Team (EPMAT);
- Conducts post- implementation evaluation of the EPMS in order to monitor and assess its impact on the Department; to strengthen areas of weakness and to identify lessons learnt.

Recognition and Reward

- Ensures that staff eligible for an increment/award are identified, and the relevant HR Officers and the Finance and Accounts Division are notified in the stipulated timeframe;
- Participates in the work of the Internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Provides guidance to managers on giving recognition and rewards at the Divisional or Unit level;
- Plans and co-ordinates the arrangement of recognition and reward activities/events at the corporate level.

Required Knowledge/Skills/Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the administration of Human Resource Management Services
- Research methodology
- Ability to use data management tools
- Good knowledge of Organizational Development, Performance Management and Appraisal System/Employee Performance Management System
- Knowledge of GoJ's administrative systems and operations
- Good change management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- At least three (3) years' experience in Human Resource Management preferably in the public sector, in an organization of similar size and complexity;
- At least two (2) years' experience working with PMAS;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

3. Senior Human Resource Development Officer (GMG/SEG 1)

Job Summary

The Senior Human Resource Development Officer assists in managing all the functions and general operations of the Human Resource Development Unit. The incumbent is also responsible for coordinating and evaluating the Training functions, delivers training and manages the training needs information/data.

Key Responsibilities

Administrative/Managerial

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRD's Unit Plan;
- Develops Individual Work Plan;
- Oversees the operations of the Unit in the absence of the Director, Human Resource Development;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption where necessary to enhance the Department's Human Resource Service delivery;
- Assists in the effective management of the Computer Lab and Training Room.

Technical

- Develops and administers training needs surveys, analyses the findings and makes recommendations;
- Contributes to the development of the Training Plan and Budget for the Department;
- Participates in the implementation and monitoring of the Training Plan;
- Contributes to the development, implementation and review of the Training and Development Policy for the Department;
- Prepares submissions for Study Leave including Day Release to the Human Resource Executive Committee (HREC);
- Processes staff requests for time-off to pursue studies;
- Develops Training Manuals and other training tools;
- Develops and maintains an effective Training Database for the Department;
- Develops and maintains a database of training providers and resource personnel;
- Contributes to the development and implementation of a Career Planning and Counselling Programme for the Department;
- Provides advice to staff as it relates to career and professional development;
- Plans, organizes and delivers in-house training courses in collaboration with Heads of Divisions/Branches and Units;
- Liaises and participates in the selection of appropriate training institutions/providers or adjunct facilitators to secure appropriate training interventions;
- Contributes to the development and implementation of strategies to evaluate the impact of training programmes on job performance;
- Contributes to the establishment and implementation of an Employee Development Programme, which provides opportunities for maximizing the potential of employees;
- Assists with the development and management of an Orientation Programme for all staff of the Department;
- Assists with developing and implementing Human Resource Development and Management policies;

- Participates in designing, administering and evaluating test instruments as part of the assessment process in the recruitment of new employees and for acting assignments;
- Plans and supervises the layout of Lecture Rooms;
- Disseminates information to staff on training programmes, fellowships and scholarships;
- Monitors the expenditure of funds for refreshment;
- Follows-up to ensure that payments are made for goods and services engaged;
- Processes requests for training.

Required Knowledge/Skills/Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the administration of human resource management services;
- Knowledge of GoJ's Budget Management process;
- Knowledge of current trends in human resource and career development;
- Good knowledge of Curriculum and Programme Development and Andragogy;
- Research and data analysis techniques;
- Ability to conduct Training Needs Analysis;
- Training evaluation techniques;
- Good change management skills;
- Excellent interpersonal skills;
- Excellent oral and written communication skills; and
- Excellent planning and organizing skills.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology, Education and Training or related discipline from a recognized tertiary institution; plus
- A minimum of three (3) years working experience in Human Resource Development or training, preferably in the public sector, in an organization of similar size and complexity.
- Professional training in the design and delivery of training programmes or related field.

4. Human Resource Officer (GMG/AM 4)

Job Summary

The Human Resource Officer (Staffing) is responsible for providing support in the recruitment and selection of staff and other staffing arrangements for the Department.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical

- Provides general advice to staff on the Recruitment and Selection process;
- Participates in identifying the need for staff and makes appropriate submissions to the Senior Human Resource Officer and Director, Human Resource Management;
- Prepares requests for operation of posts;
- Participates in the recruitment and selection process by:-
 - Shortlisting candidates
 - Co-ordinating activities for assessment centres; ensuring that schedule of activities are prepared and participants are properly notified and provided with the necessary information
 - Co-ordinating logistic arrangements (meeting room and refreshments) for interviews and assessment centres
 - Preparing interview Assessment Sheets and packages for panel members
 - Reminding candidates and panellists of date and Assessment Centre and interview
 - Participating on interview panels
 - Tallying results from interviews and assessment centres and preparing reports for further action

- Preparing correspondence to shortlisted applicants and "Offer Letters" to successful candidates.
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation to the Human Resource Executive Committee (HREC) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Human Resource Executive Committee;
- Monitors temporary employments and acting assignments approved by the HREC and requests recommendations (inclusive of performance evaluation reports) for appointments/promotions;
- Monitors permanent appointments approved by the HREC and requests Probationary Reports for confirmation of appointments;
- Arranges for staff to do medical examinations for confirmation of permanent appointment;
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Assists with co-ordinating the placement of individuals for Summer Employment and other internship programmes.

Required Knowledge/Skills/Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the delivery of HRMD services;
- Knowledge of Government of Jamaica recruitment and selection practices;
- Excellent interpersonal skills;
- Good oral and written communication skills;
- Good planning and organizational skills; and
- Ability to work with others in the pursuit of team goals.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

5. Human Resource Officer (GMG/AM 4)

Job Summary

The Human Resource Officer (Employee Relations) provides support in the administration of Industrial Relations, Disciplinary and Grievance matters by co-ordinating the respective activities geared towards fostering an ordered and harmonious Industrial Relations Climate within the Department.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of Employee Relation matters;
- Keeps staff abreast of Human Resource policies and regulations;

Technical

- Assists with the development of strategies and programmes designed to encourage good Labour Relations;
- Provides advice to managers and staff about Grievance, Industrial Relations and Disciplinary matters;
- Investigates the causes of grievances, disputes and circumstances relating to work stoppages and other forms of labour unrest as directed;
- Assists with preparing and making presentations to staff on Employee Relations matters;

- Develops and maintains mechanism(s) to record and monitor all grievances filed by staff and claims presented by Staff Associations to ensure they are followed through to finality;
- Co-ordinates and attends meetings within the Department relating to Industrial Relations, Disciplinary and Grievance matters. Takes and disseminates action notes as required;
- Provides support at meetings at the Ministry of Labour and the Industrial Disputes Tribunal as required;
- Co-ordinates and participates in the activities for the :-
 - establishment and operation of a Disciplinary Committee
 - development, implementation and maintenance of the Department's Code of Conduct and Disciplinary Policy as well as other policies that promote a harmonious Industrial Relations Climate.
- Administers the Disciplinary and Grievance processes for the Department;
- Drafts disciplinary and related documents for review;
- Prepares for review, submissions (such as interdiction, consideration to terminate temporary employment) for the Human Resource Executive Committee (HREC) for consideration;
- Monitors staff punctuality and takes action to process unpunctuality cases in keeping with the Department's Punctuality Policy;
- Monitors Disciplinary and Criminal matters and drafts correspondence to request or provide updates to the relevant stakeholders.

Required Knowledge/Skills/Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the delivery of HRMD services
- Knowledge of Labour Laws and Industrial Relations practices
- Excellent interpersonal skills
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity.

6. Human Resource Officer (GMG/AM 4)

Job Summary

The Human Resource Officer (Occupational Health and Safety) ensures the general welfare of the staff by administering the Department's Wellness Programme. The incumbent also organizes Social and Community activities.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of welfare and Occupational Health and safety matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical

- Co-ordinates and monitors all Staff Welfare Programmes;
- Processes payments from Welfare Fund to members;
- Co-ordinates counselling for staff by liaising with the Employee Assistance Programme or other relevant agencies;
- Co-ordinates with the Human Resource Development Unit to educate all employees on

health matters and work life balance practices by way of workshops, seminars and one on one discussion;

- Co-ordinates with external parties, fora or presentations on Health, Safety, Disaster Management and other current issues for staff;
- Co-ordinates Health, Welfare and Social activities for the Department;
- Participates in the implementation of the Department's Hurricane Plan;
- Makes home and hospital visits for staff who are ailing;
- Co-ordinates the use of the Department's bus for attendance at funerals and other social activities;
- Liaises with Medical Practitioners regarding mentally ill staff;
- Organizes Safety Warden Simulation exercises island wide and mobilizes teams in case of an emergency;
- Assists in co-ordinating the establishment of a Welfare Committee;
- Serves as a member of the Occupational Health and Safety Committee;
- Manages the collection and distribution of Thermo Luminescence Dosimetry (TLD) badges;
- Co-ordinates the distribution of first aid items for the Department;
- Conveys condolences to staff regarding the passing of their relatives and other staff;
- Assists with developing and implementing Health and Safety policies;
- Conducts inspections and reports hazards or defects that require rectification;
- Maintains an accident log, investigates accidents and recommends improvements in safety standards if required;
- Co-ordinates with the relevant stakeholders, training/sensitization for staff in occupational safety (issues, protective clothing and equipment) where necessary;
- Acts as a key point of contact for staff that has queries or concerns regarding the safety of the workplace;
- Processes injury on the job requests by:-
 - Gathering the relevant information regarding the incident;
 - Submitting a report to the Postmaster General for the treatment of leave and the Attorney General's ruling regarding reimbursement;
 - Submitting claim forms to National Insurance as required; and
 - Submitting claims to the Attorney General for reimbursement of funds expended.

Required Knowledge/Skills/Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the delivery of HRMD services
- Excellent interpersonal skills
- Occupational health and safety practices
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

7. Assistant Human Resource Officer (GMG/AM 3)

Job Purpose

The Assistant Human Resource Officer (Staffing) is responsible for providing support in the administration of staffing arrangements in the Department.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports.
- Provides administrative support in respect of staffing matters.
- Keeps staff abreast of Human Resource policies and regulations.

Technical

- Develops and maintains database of job applicants for ease of filling positions in a limited timeframe;
- Prepares responses/letters to job applications and referrals received from the Office of the Services Commissions;
- Maintains Recruitment and Selection Schedule for the Department;
- Assists with shortlisting candidates;
- Participates on interview panels;
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation) to the Director, Human Resource Management and Development (HRMD) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Director, HRMD for consideration;
- Monitors temporary employments and acting assignments approved by the Director, HRMD and requests recommendations (inclusive of performance evaluation reports) for permanent appointments/promotions as required;
- Monitors permanent appointments approved by the Director, HRMD and requests Probationary Reports for confirmation of appointments;
- Arranges for staff to do medical examinations for confirmation of permanent appointment;
- Prepares Staff Bulletin to communicate to staff and welcome new employees to the Department;
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Collaborates with the HRMD Branch Registry to ensure that recruitment records are kept up-to-date and are easily retrievable.

Required Knowledge, Skills and Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of Government of Jamaica recruitment and selection practices
- Excellent interpersonal skills
- Good oral and written communication skills
- Good planning and organizational skill
- Ability to work with others in the pursuit of team goals.

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

8. Assistant Human Resource Officer (OD and PM) (GMG/AM 3)**Job Purpose**

The Assistant Human Resource Officer, Organizational Development and Performance Management (OD & PM) is responsible for providing administrative support in respect of all Organizational Development and Performance Management matters.

Key Responsibilities**Management/Administrative**

- Assists with the preparation of the OD & PM Unit's Plan and Budget;
- Prepares Individual Work Plan;
- Prepares status and other reports as requested;
- Represents the Department at meetings/conferences and other fora as requested.

Technical

- Participates in the conduct (use of surveys, focus groups and other relevant methodologies) of Organizational Needs Assessments to determine organizational readiness for change;
- Assists with co-ordinating activities concerning collaborating with management to develop and employ Change Management Strategies;

- Assists with co-ordinating activities geared towards creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the Organization's strategic direction;
- Assists with co-ordinating activities related to the development and maintenance of Human Resource systems (policies and standard operating procedures);
- Schedules and participates in the conduct of job analysis by using interviews, questionnaires, observations and research;
- Schedules and participates in the conduct of desk audits to validate job responsibilities and duties;
- Participates in the development and maintenance of Organization Charts for the Department, its Divisions, Branches and Units;
- Participates in the development and maintenance of assigned job descriptions and Terms of References;
- Participates in the conduct of post audits of the Civil Service Establishment Act in keeping with changes in the machinery of Government;
- Participates in managing performance management and appraisal for staff in the Department;
- Develops and maintains Performance Evaluation Report (PER) Database;
- Assists with co-ordinating the implementation and administration of the PMAS/EPMS within the Department by:-
 - Participating in the development and maintenance of the Department's Competency Framework
 - Maintaining job descriptions as assigned in keeping with the Department's Competency Framework
 - Assisting with co-ordinating the development and maintenance of a Rewards and Recognition Policy for the Department
 - Assisting with co-ordinating the establishment of a Rewards and Recognition Committee
 - Assisting with co-ordinating the development and maintenance of Standard Operating Procedures
 - Checking staff eligibility for performance increments/awards and notifying the relevant HR Officers for processing and submission of related information to the Finance and Accounts Division
 - Maintaining PMAS Database to monitor the processing of increments and submission of performance appraisals, work plans and other relevant documents.
 - Preparing PMAS reports for submission to the relevant stakeholders
 - Maintaining PMAS records
 - Scheduling OD/PMAS sessions
 - Preparing and issuing OD/PMAS notifications
 - Disseminating all OD/PMAS information (newsletters, manuals, handbooks, templates, policies, and procedures) to managers, supervisors and other staff.

Required Knowledge, Skills and Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Knowledge of research and data analysis techniques.
- Knowledge of job analysis, writing job descriptions and work plans.
- Excellent interpersonal skills;
- Good oral and written communication skills;
- Good planning and organizational skills; and
- Ability to work with others in the pursuit of team goals.

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- At least two (2) years' experience in Human Resource Management preferably in the Public Sector, in an organisation of similar size and complexity;
- At least one (1) year experience working with PMAS;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

9. Assistant Human Resource Officer (Leave) (GMG/AM 3)

Job Purpose

The Assistant Human Resource Officer (Leave) is responsible for providing administrative support by processing all leave applications and maintaining leave records.

Key Responsibilities

Administrative

- Prepares Individual Work Plan.
- Prepares status and other reports.
- Attends meetings, conferences and other fora as required.
- Keeps staff abreast of Human Resource policies and regulations.

Technical

- Computes and processes all types of leave; prepares leave records and approval/non-approval letters.
- Ensures that leave records are kept up-to-date and are easily retrievable.
- Provides advice to managers and staff on all types of leave.
- Checks and responds to staff queries/concerns regarding leave eligibility.
- Prepares and circulates notices to staff regarding their maximum of Vacation Leave eligibility.
- Prepares Departmental and Vacation Leave Rosters.
- Monitors Attendance Registers by updating and drawing red lines daily to indicate officer's unpunctuality.
- Prepares leave information to support submissions (accumulation of vacation leave, payment in lieu of Vacation Leave, Special Sick Leave, Study and No-pay Leave) for Human Resource Committee meetings.
- Prepares final leave computations for transfers, resignation and retirement for submission to the relevant stakeholders for continued use, verification and payment as required.

Required Knowledge, Skills and Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Good knowledge of Government of Jamaica leave administration practices
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals.

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- At least one (1) year experience in Human Resource Management preferably in the Public Sector, in an organisation of similar size and complexity.

10. Records Officer 1 (PIDG/RIM 2)

Job Purpose

The Records Officer 1 is responsible for the creation and maintenance of personnel records for an efficient and effective Records and Information Management System.

Key Responsibilities

Administrative

- Prepares Individual Work Plan.
- Prepares status and other reports as required.
- Responds to queries and complaints regarding matters affecting the operation of the Registry.

- Attends meetings or other fora as required.

Technical

- Prepares and maintains Period of Service Records.
- Uploads Monthly Period of Service Record (Batch 2) to Public Employees' Pension Administration System (PEPAS)
- Sorts and routes requested files to officers.
- Sorts and classifies correspondence.
- Creates and maintains files within existing classification system.
- Maintains confidentiality of records.
- Manages movement of files in and out of the Registry.
- Maintains an accurate record of Bring Up requests and issues files as required.
- Conducts research in order to provide requested information.
- Makes photocopies of records for reference and other purposes.
- Conducts records inventory.
- Participates in the records retention and disposition.
- Assists with maintaining ECENSUS and other databases

Required Knowledge, Skills and Competencies

- Knowledge of the Staff Orders for the Public Service.
- Knowledge of Government of Jamaica Records and Information Policy.
- Knowledge of established records and information management systems and procedures.
- Understands the importance of information privacy and security.
- Good oral and written communication skills;
- Good planning and organizational skills; and
- Ability to work with others in the pursuit of team goals.

Minimum Required Qualification and Experience

- Four (4) CSEC subjects at the general level with grades 1-3 /GCE O' Level subjects grades A-C including Mathematics/numeric subject and English Language; **plus**
- A minimum of three (3) to four (4) years' experience as a Records Clerk or equivalent academic training and experience.

Applications accompanied by Résumés should be submitted no later than Monday, 12th October, 2020 to:

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**