



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 230**  
**OSC Ref. C. 6000**

**18<sup>th</sup> September, 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 **Human Resource Officer (GMG/AM 4)** in the **Human Resource Division, Jamaica Constabulary Force**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The incumbent is responsible for providing assistance to the Human Resource Director in administering the Staffing, Welfare, Benefits, Recruitment, Selection and Industrial Relations Programmes of the assigned area.

### **Key Responsibilities**

#### **Technical/Professional**

- Assists with the development and maintenance of the Area staff list;
- Formulates advertisements for vacancies to be published in the print media;
- Co-ordinates the scheduling of interviews and assessments;
- Conducts reference checks on applicants that are short-listed;
- Assists with the process of recruiting, selecting, assigning and re-assigning staff in keeping with skills, knowledge and job classification and in collaboration with Director;
- Liaises with Director and Line Managers to discuss staffing needs;
- Advises line managers on matters pertaining to Human Resource policies and guidelines as well as discipline, leave and conditions of service;
- Receives and peruses all applications for employment and ensures that all are processed in accordance with established guidelines;
- Maintains HRMIS, Service Records and Leave records;
- Administers leave and other benefits for staff;
- Performs other related functions assigned from time to time by the Supervisor.

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

#### **Core**

- Good interviewing skills
- Good Interpersonal skills
- Ability to communicate effectively
- Ability to plan and organize
- Excellent human relations skills
- Good negotiating skills

#### **Technical**

- Expert knowledge of the procedures and practices of recruitment in the Public Service
- Expert knowledge of interviewing techniques
- Comprehensive knowledge of manpower planning and development
- Working knowledge of computerized management Information Systems and relevant computer applications
- Advising on the procedural and regulatory requirements governing the merit promotion process

**Minimum Required Qualification and Experience**

- Diploma in Human Resource Management or equivalent qualifications from a recognized institution.
- Three (3) years related work experience in.

Applications accompanied by résumés should be submitted **no later than Thursday, 1<sup>st</sup> October, 2020 to:**

**Senior Director  
Human Resource Management & Development  
Jamaica Constabulary Force  
NCB South Tower  
3<sup>rd</sup> Floor  
2 Oxford Road  
Kingston 5.**

Email: [hrbranch@jcf.gov.jm](mailto:hrbranch@jcf.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**