



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 255** **OSC Ref. C. 4858<sup>36</sup>**

15<sup>th</sup> October, 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 two (2) vacant posts of **Industrial Relations Officer (GMG/AM 3)** in the **Human Resource Management and Development Division, Ministry of Industry, Investment and Commerce**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general direction of the Director, Human Resource Management, the Industrial Relations Officer is responsible for Industrial Relations and Trade Union representations on behalf of staff in matters arising in the cluster Ministries served by Corporate Services and the related Department and Agencies.

#### **Key Responsibilities**

##### **Management/administrative**

- Ensures that the Ministry's practices and procedures are upheld to enable a harmonious Industrial Relations Climate;
- Keep abreast of latest concepts and theories on Industrial Relations;
- Ensures that best Human Relation practices are adhered to and maintained within the Organization;
- Collaborates with Trade Unions on issues with a view of minimizing Industrial Actions;
- Examines claims submitted by Trade Unions which are likely to have an impact on the Ministry's budget/environment;
- Disseminates information to members of staff on Industrial Relation matters;
- Attends Union Meetings with Agencies;
- Maintains Attendance Records;

##### **Technical/Professional**

- Interprets Government's policy in relation to terms and condition of service in the Government Service;
- Ensures that claims submitted by Divisional Heads are evaluated and submitted to the appropriate authority;
- Gives guidance to Trade Unions representing the staff on Government's Industrial Relations policies;
- Assists Director, Human Resource Management with dispute settlement;
- Ensures that the Office of the Services Commissions is advised on disciplinary matters as recommended by the Permanent Secretary;
- Gives oversight and advice to the Ministry's Agencies and Departments on the disciplinary process and procedures in accordance with the Staff Order and the Public Service Regulation 1961;
- Investigates individual complaints from staff about remuneration, working conditions, etc, and makes recommendations for solving them;
- Maintains good interpersonal relations with employee's staff association;
- Discusses requests from Staff Associations and submits appropriate recommendations to the Director, Human Resource Management for appropriate action;
- Proffers advice to Divisional Directors on ways to settle disputes amicably.

##### **Human Resource**

- Monitors to make sure that the conditions under the Memorandum of Understanding (MOU) as it relates to staff are adhere to;
- Contributes to good team spirit and moral within the Ministry;

**Other**

- Collaborates with the Ministry of Health and Wellness for officers to be medically examined on first appointment to the Public Service;
- Ensures that Medical Reports are completed;
- Prepares submissions for loans and concessions to the Ministry of Finance & the Public Service;
- Prepares Submission for leave matters to the Management Committee for recommendation to the Permanent Secretary;
- Performs any other duties that may be assigned from time to time;

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of the Staff Orders and Public Service Regulations
- Excellent knowledge of Labour laws and practices
- Excellent knowledge of Industrial Relations policies and procedures
- Excellent communication and interpersonal and leadership skills
- Good problem solving skills
- Ability to motivate others
- Good leadership and interpersonal skills
- Good listening skills

**Minimum Required Qualification and Experience**

- Certificate in Public Administration/Management Studies or equivalent with special training in Personnel Management/Industrial Relations/Counseling from a recognized institution;
- At least three (3) years related experience;
- Training/Proficiency in Microsoft Application

Applications accompanied by Résumés should be submitted **no later than Thursday, 29<sup>th</sup> October, 2020 to:**

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

Email: [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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**