



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 245**

**OSC Ref. C. 4860<sup>9</sup>**

**7<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 following **vacant** posts in the **Ministry of Labour & Social Security**:

1. **Parish Manager, Clarendon Local Office (GMG/SEG 1)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
2. **Parish Manager, Kingston & St. Andrew Local Office (Ripon Road) (GMG/SEG 1)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

#### **1. Parish Manager, Clarendon Local Office (GMG/SEG 1)**

##### **Job Purpose**

To ensure the harmonious and efficient operation of the Parish Office, trains and motivates staff, co-ordinates team work, delegates effectively and makes snap decisions. Be able to apply the Act and Regulations that govern the National Insurance Scheme and Public Assistance Department and responsible for the co-ordination and implementation of the relevant National Social Policies at the parish level. Investigates and co-ordinates the role among the network of agencies and non-governmental organizations which impacts on Social Security particularly in times of disaster.

##### **Key Responsibilities**

- Manages staff at the Parish Office;
- Convenes meetings including Staff Meeting;
- Plans, organises, directs, control and co-ordinates the work of the National Insurance Scheme and Public Assistance Division in the Parish and ensures that the needs of the customers are met;
- Prepares Annual Plan of activities for each programme;
- Develops short and long term objectives for the Parish in keeping with the mandate of the Ministry of Labour and Social Security;
- Monitors the Ministry's programmes in the Parish;
- Ensures effective operations of relevant programmes relating to National Disasters.
- Plans and implements effective strategies to ensure the collection of contributions for National Insurance Fund;
- Prepares and submits to the Director of National Insurance, annual projections of National Insurance Scheme contributions for the Parish;
- Ensures compliance with the National Insurance Act and Regulations;
- Has Responsibilities for the safe storage, delivery and reconciliation of National Insurance cheques, Pension Order books, Path cheques, Rehabilitation and Compassionate Grant cheques and blank cheques for Funeral Grant;
- Processes the disbursement of cheques for the payment of Funeral Grants and makes monthly reports to the Fund Accounts Unit;
- Makes periodic request for replacement of blank cheques;
- Liaises with Government and Non-governmental agencies in providing social assistance to customers;
- Sets standard to evaluate the outcomes of social programmes and staff performances;
- Collates and submits reports in respect of the operations and performance of the respective programmes;
- Prepares Annual Budget for National Insurance and Public Assistance Division for the Parish;

- Ensures the expeditious processing of applicants to customers of the National Insurance Scheme and Public Assistance Division;
- Ensures that compliance criteria are met by the beneficiaries of the PATH Programme through contact with schools, health centres and families;
- Ensures the assessment and referral of qualified persons to the Steps to Work and Youth Training and Assessment Programmes;
- Ensures monitoring of the welfare of families of employees of the Overseas Employment Programme and the timely delivery of recommended assistance;
- Ensures organisation of Public Education events to promote the programmes of the National Insurance and Public Assistance Divisions;
- Ensures the deployment of Staff to participate in Community fairs and exhibitions to promote National Insurance and Public Assistance;
- Authenticates payment of Travelling and Subsistence Claims in accordance with approved guidelines;
- Attends meetings at H.O and reports on activities in the Parish;
- Inspects and ensure the proper care and maintenance of all Ministry vehicles assigned to the parish;
- Attends meetings at the Local Authority and reports on activities in the Parish;
- Performs the duties of Secretary of the Parish Appeals Committees;
- Represents the Ministry on the Parish Disaster Committee;
- Chairs Parish Disaster Welfare and Health Committee;
- Supervises the co-ordination of assessment and relief delivery to victims of disaster;
- Liaises with Inspector of Poor, to co-ordinate responses to applications for benefits;
- Assists the Parish Disaster Co-ordinator in identifying and inspecting shelters for victims of disaster;
- Assists in the training of Shelter Managers;
- Has responsibilities for assessment and delivery of assistance to victims in shelters in instances of natural and man-made disasters;
- Procures food and other household items for victims of natural and man-made disasters;
- Ensures the timely assessment and delivery of assistance to victims of natural and man made disasters;
- Responds to requests from Community and other groups and association to make presentations regarding PATH and Public Assistance Programmes;
- Manages the proper use and maintenance of office building, furniture and equipment;
- Recommends training for staff;
- Approves Sick and Departmental Leave and makes recommendations for Vacation Leave;
- Conducts Annual and Special Performance Evaluation of staff and recommends acting and permanent appointments;
- Recruits staff by conducting interviews and making recommendations to the Senior Director, Human Resource Management and Administration;
- Performs any other duties and responsibilities as may be determined by the Ministry of Labour and Social Security from time to time;
- Makes recommendations towards policy formulation.

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

- Excellent presentation, oral and written communication skills
- Able to think analytically, uses initiative and adapt when necessary
- Good problem solving skills and sound decision making
- Strategic vision
- Good leadership and interpersonal skills
- Excellent planning and organizing skills
- Effective people management and managing the clients interface
- Managing partners
- Very methodical and results oriented
- Computer literate

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

- First Degree in Social Sciences with five (5) years experience in Social Services Administration.

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

- Long irregular hours during natural disaster
- Travel in volatile area
- Own and operate a reliable motor vehicle

## **2. Parish Manager, Kingston & St. Andrew Local Office (Ripon Road) (GMG/SEG 1)**

### **Job Purpose**

To administer the provisions of the National Insurance Act and Regulations within the assigned parish to facilitate registration by companies and individuals; the payment of contributions; and the provision of benefits to the National Insurance Scheme towards the fulfillment of the objectives of the Ministry's Mandate.

### **Key Responsibilities**

#### **Technical**

- Calculates outstanding contributions and interest due from delinquent employers;
- Establishes payment schedules with employers for the payment of contribution arrears;
- Determines compliance status and issues Clearance Letters to employers and self-employed persons;
- Monitors the submission of Annual Returns and payments by employers to promote and meet compliance targets;
- Oversees the registration of individuals and companies with the National Insurance Scheme;
- Cancels incorrect National Insurance Scheme numbers;
- Determines contributions of employees and transfers contribution data as required;
- Issues letters to contributors verifying National Insurance Scheme numbers;
- Oversees the processing of applications for benefits;
- Assigns/refers applications for benefits to officers and other Parish Offices;
- Conducts investigation into Pension Order books reported as lost, stolen and destroyed by pensioners and agents;
- Establishes targets for the Operational Units within the Parish Office;
- Provides technical advice regarding the interpretation and application of the National Insurance Act and Regulations;
- Provides information on the benefits provided by the National Insurance Scheme;
- Liaises with internal and external stakeholders to facilitate the payment of benefits;
- Represents the Ministry at meetings, conferences and other fora as required;
- Initiates legal action against delinquent employers;
- Verifies the amount to be paid for Funeral Grants and endorses cheques as required.

#### **Administrative**

- Assigns Inspectors to defined geographic areas within the Parish to ensure that all employers are identified, registered and contributions remitted;
- Monitors the maintenance of the records in accordance with the established Records Management policies and procedures;
- Prepares the Annual Budget and Operational Plan of the Parish Office;
- Participates in the preparation of the Operational and Strategic Business Plans of the National Insurance Scheme;
- Prepares reports of activities as required;
- Stores and secures cheques and Pension Order Books at the Parish Office;
- Conducts reconciliation of cheques received and dispatched;
- Monitors the use and maintenance of the office property, furniture and equipment.

#### **Human Resource**

- Participates in the recruitment of staff and ensures that the Parish Office is adequately staffed;
- Manages the development and welfare of the staff through the preparation of performance evaluations and recommendations of relevant training;
- Provides guidance to staff through objective setting and communication of targets, as well as through coaching, counseling, training and support as necessary;

- Assists with and oversees the orientation and on the job training of new members of staff;
- Ensures that staff in the Parish Office are aware of and complies with the relevant procedures and regulations of the Civil Service;
- Recommends leave, acting arrangements, increments and disciplinary action in keeping with the Staff Orders;
- Recommends training for staff;
- Convenes Staff Meetings in accordance with the Staff Orders.

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

#### **Core**

- Good oral and written communication
- Team work and co-operation
- Goal/Results oriented

#### **Functional**

- Sound knowledge of the National Insurance Act and Regulations
- Proficiency in the use of the relevant computer applications
- Good problem solving, leadership, impact and influence, planning and organizing, and analytical thinking skills
- Good customer service skills
- High level of integrity

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

- First Degree from a recognized university.
- Five years working experience in the field.

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

- Typical working environment
- Travels in Volatile Area
- Irregular working hours as required

Applications accompanied by résumés should be submitted **no later than Wednesday, 21<sup>st</sup> October, 2020 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle,  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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**