



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

CIRCULAR No. 291
OSC Ref. C. 6000⁷

17th November, 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 **Jamaica Constabulary Force**:

1. **Administrator 1 (GMG/AM 3)**, salary range \$1,181,789 – \$1,404,775 per annum and any allowance(s) attached to the post.
2. **Administrator (GMG/AM 2)**, salary range \$986,421 - \$1,172,544 per annum and any allowance(s) attached to the post.

1. Administrator 1 (GMG/AM 3)

Job Summary

The incumbent is responsible for providing administrative support to the Benefits Unit, managing the administration of the Motor Vehicle Policy and assisting with performance incentive allowances.

Key Responsibilities

- Develops and maintains a Filing System to facilitate easy access and retrieval of information;
- Vets motor vehicle documents to ensure consistency with Application and Motor Vehicle policy;
- Processes requests for change of motor vehicle for travelling officers, in keeping with established policies;
- Processes requests for use of motor vehicle for travelling officers, in keeping with established policies;
- Processes requests for renewal of Annex “A” and “B” forms and ensures continuity of payment, in keeping with established policies;
- Ensures all relevant documents are certified prior to processing;
- Updates appropriate Database and Registers to reflect status and outcome of applications;
- Assists with the processing of Performance Incentive Allowances such as Seniority and lump sum for civilians and Police Officers;
- Conducts research on payment and employment history to inform eligibility of performance based allowances;
- Liaises with the Organizational Development Unit to ensure consistency of information;
- Makes request to the Finance and Accounts Branch for information relative to eligibility and payment of allowances;
- Prepares Minutes and despatches files to the Administration Branch relative to the processing of allowances;
- Provides periodic feedback to customers regarding status of applications and reports or acts on gaps identified in the process;
- Assists with the logging of incoming correspondence and files to the Unit and ensures urgent matters are brought to the attention of relevant officers;
- Prepares report on desk activities monthly or as required;
- Performs other related functions assigned from time to time by the Supervisor.

Required Knowledge/Skills/Competencies

Core

- Good Interpersonal skills.
- Ability to communicate effectively.
- Ability to plan and organize.
- Excellent human relations skills.
- Team Work

- Customer and Quality Focus

Technical

- Knowledge of GOJ policies and procedures
- Knowledge of Heads of Agreement
- Proficiency in Microsoft Suite
- Knowledge of Records Management Act
-

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management or equivalent qualifications from a recognized institution.
- Two (2) years related work experience

2. Administrator (GMG/AM 2)

Job Purpose

To provide administrative support to Area Four (4); ensuring effective implementation of Human Resource activities, staff benefits and welfare.

Key Responsibilities

Technical/Professional

- Maintains and updates Historical Service Record (Batch 3) **PEPAS** and other staff related records by:
 - Updating and maintaining the Historical Service Record (Batch 3) **PEPAS** for members of staff
 - Maintaining and updating leave of absence for staff members
 - Obtaining/providing information from/to other Ministries/Departments for staff transferred to/from the Jamaica Constabulary Force
 - Assisting in the monitoring of Time and Attendance Register by preparing the list of staff who are absent/late
 - Participating in the preparation of Human Resource related documents for the Force e.g. staff list, organizational charts and job descriptions
 - Compiling and preparing various Human Resource information and reports.
- Assists in the preparation and documentation of matters relating to leave of absences by:
 - Calculating leave entitlement for all members of staff;
 - Advising staff on matters relating to the granting of leave;
 - Preparing draft submissions to the Chief Medical Officer – Ministry of Health for Medical Board to determine suitability of officers who have been on extended Sick Leave, or recommendations for Special Sick Leave;
 - Assisting in the preparation of the Leave Roster.
 - Preparing Monthly Reports
 - Verifying accumulation of Vacation Leave for submission to Management Council Meeting
 - Assisting with the preparation of Job Letters
 - Verifying leave for deceased Police Personnel
 - Preparing submission for Human Resource Committee for temporary employment, appointments, acting
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Teamwork
- Confidentiality
- Initiative
- Job Knowledge
- Job Attitude
- Quality Output

- Time Management
- Integrity

Technical

- Expert knowledge of the Government of Jamaica Staff Orders and the Public Service Regulations.
- Basic knowledge of Microsoft Office tools.
- Good organizing and co-ordination skills
- Comprehensive knowledge of Human Resource Management principles and practices.

Minimum Required Qualification and Experience

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

Applications accompanied by Résumés should be submitted **no later than Monday, 30th November, 2020 to:**

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

Email: 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**