



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 15
OSC Ref. C. 4840²⁸

18th January, 2021

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 **Strategic Human Resource Management Division, Ministry of Finance and the Public Service (MOFPS)**:

1. **Chief Compensation Analyst (GMG/SEG 4)**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.
2. **Senior Compensation Analyst (GMG/SEG 3)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

1. **Chief Compensation Analyst (GMG/SEG 4)**

Job Purpose

Under the direction of the Senior Director, Compensation Management, the Chief Compensation Analyst is responsible for planning and guiding team activities leading to the development, management and delivery of rational, competitive and affordable compensation structures and flexibilities that enhance talent management within the Public Sector and supports the Strategic Objectives of the Government of Jamaica (GOJ).

Key Responsibilities

Technical/Professional:

- Recommends and implements strategies that enhance implementation and support the continuous relevancy of Governments compensation policies;
- Co-ordinates research to identify trends that informs compensation forecasting and modeling in relation to Government wage bill, compensation structures and negotiating parameters;
- Contributes to the preparation of Cabinet Submissions, Reports, Briefs, Technical Reports and other compensation-related documents as requested;
- Provides technical advice on compensations policies, procedures and guidelines to Ministers of Government, Permanent Secretaries, Heads of Private and Public Sector organizations and Trade Union;
- Participates in Wage Negotiations and various meetings with Trade Unions, the Industrial Disputes Tribunal, the Ministry of Labour and Social Security and Chief Executive Officers and provides advice on the implementation and application of compensation-related decisions;
- Co-ordinates the development of pay plans and pay revision schedules as assigned based on Government's wage guidelines, job evaluation exercises, market pay and the organization's ability to pay;
- Reviews and approves responses to requests for the attachment of traveling status to positions in the MDAs in accordance with established guidelines and policies;
- Co-ordinates the verification of costings submitted by Ministries, Departments and other Public Sector organizations for the payment of revised emoluments at the request of the Public Expenditure Division;
- Leads the team in research studies and pay surveys to inform the development of compensation structures, flexibilities and pay plans adaptable across the Public Sector;
- Leads the interpretation of compensation data to identify significant differences, relationships and trends in data, as well as factors that could affect the results of research;
- Develops and recommends benefits packages and Performance Incentive Scheme solutions on behalf of Public Companies and Statutory Bodies;
- Reviews and makes recommendations on proposed salary structure, pay ranges, adjustments, hiring rates and individual rates as requested;
- Reviews and recommends wage claims and offers; assesses and prices consultancies and contracts for services to provide technical support in wage negotiations as assigned;

- Makes presentations on compensation matters, chairs compensation meetings and provides technical support during Wage Negotiations and various meetings with Trade Unions;
- Participates in special internal and external workgroups and committees as directed;
- Analyzes the findings of job audits, identifies and advises on changes that will result in the maintenance of internal/external equity in classification and pay;
- Acts as the first point of appeal in the resolution of problematic pay and classification issues;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues and maintaining membership in professional organizations.

Management/Administrative:

- Contributes to the development of the Strategic, Business and Operational Plans and associated Budget of the Branch;
- Manages the work of the team to maximize efficiency and productivity in achieving the mandate of the Section;
- Develops Work Plans for the team, ensuring that activities are realistic and achievable;
- Participates in various special committees within and outside the portfolio areas to represent the interests of the Government, particularly with respect to current issues in compensation management;
- Keeps abreast of international best practices in compensation management with a view to improving the development and implementation of compensation and pay proposals;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents as required;
- Prepares and delivers presentations as needed.

Human Resource:

- Provides effective leadership and guidance through planning, delegation, communication, mentoring, coaching and discipline;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry;
- Participates in the recruitment and training of staff of the Section;
- Approves/Recommends leave in accordance with established Human Resource policies and procedures;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff performance appraisals and other periodic reviews;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Ensures the well-being of staff supervised;
- Ensures that clearly defined values and attitudes are in place that fosters a culture of teamwork, employee empowerment, commitment to quality service delivery and creates an environment that is conducive to continuous learning;
- Contributes to the development and Succession Planning for the Section, to ensure adequate staff capacity.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of MDAs in business process design;
- Ensures critical success factors are identified and meet expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills and Competencies

Core:

- Good planning, organizing, analytical and negotiating skills
- Excellent decision-making and problem-solving skills
- Ability to exercise initiative and sound judgment, think logically, analytically and creatively
- Highly customer-focused/customer service driven
- Good multitasking skills
- Highly developed confidentiality in dealing with customer issues and data

- Ability to work well in a team, as well as alone
- Ability to build rapport with clients/customers of the Strategic Human Resource Management Division (SHRMD)
- Strong ICT orientation to operate effectively in a technology-enabled environment
- Excellent communication and professional disposition
- Sound knowledge of the public service machinery

Technical:

- Highly skilled in developing compensation strategies programmes and procedures
- Thorough knowledge and understanding of:
 - ✓ Pay planning and job classification policies, regulations, principles, procedures, methodologies, guidelines and formats
 - ✓ Organization structure, staffing and job design
 - ✓ Job analysis and job evaluation principles, methods and procedures
 - ✓ Contemporary practices and trends in compensation management within the Public Sector
 - ✓ Compensation survey principles, methods and procedures
- Advanced knowledge of Compensation Management principles and practices as applied to a Public Sector institution
- Ability to analyze and interpret strategic compensation issues within the broader Human Resources context, and to provide integrated solutions
- Ability to devise, design and implement compensation surveys

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences;
- Advanced training in Compensation Management, Pay Planning or related discipline;
- Three (3) years' experience in a Human Resource Management and Compensation Management environment;

OR

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences;
- Advanced training in Compensation Management, Pay Planning or related discipline;
- Six (6) years' experience in a Human Resource Management and Compensation Management environment.

Special Conditions Associated with the Job

- Work environment can be emotionally charged at times, as there are tense negotiations with Trade Unions, Interest Groups and Staff Associations, as well as delays in arriving at agreements;
- May occasionally be exposed to situations where personal safety and security may be at risk;
- May be required to work extended hours.

2. Senior Compensation Analyst (GMG/SEG 3)

Job Purpose

Under the direction of the Chief Compensation Analyst, the Senior Compensation Analyst is responsible for conducting research and surveys, forecasting compensation models, developing compensation structures and flexibilities and pay plan proposals that enhance talent management within the Public Sector and support the Strategic Objectives of the GOJ. The analyst provides advice and guidance to MDAs in the application of compensation guidelines policies and practices.

Key Responsibilities

Technical/Professional:

- Plans and conducts research, identifies trends that inform compensation forecasting and modeling in relation to Government wage bill, compensation structures and negotiating parameters;
- Develops pay plans and pay revision schedules as assigned based on Government's wage guidelines, job evaluation exercises, market pay and the organization's ability to pay;

- Recommends salary structures, pay ranges, adjustments, hiring rates, individual rates;
- Conducts research and analyzes, as a member of a team, compensation practices in the local and international job markets to inform the development of compensation solutions for the Public Sector;
- Costs wage claims and offers; assesses and prices consultancies and contracts for services to provide technical support in wage negotiations;
- Provides solutions to compensation issues within the existing range of solutions;
- Maintains and updates compensation databases; consults with ICT Branch regarding user support issues;
- Provides technical advice to MDAs on compensations policies, procedures and guidelines in implementing compensation decisions;
- Assists in the collection and analysis of data to inform the decisions for the allocation of traveling status to positions;
- Processes requests for the attachment of traveling status to positions in the MDAs in accordance to established guidelines and policies;
- Verifies costings submitted by Ministries, Departments and other Public Sector organizations for the payment of revised emoluments at the request of the Public Expenditure Division;
- Conducts job audits and occupational studies as a member of a team, to assist in identifying and resolving problems relating to compensation;
- Conducts, as a member of a team, surveys to ascertain to what extent movements/trends in occupational groups have affected the Jamaican workforce and Public Service in particular;
- Analyzes statistics such as turnover rates, hiring costs and merit/annual pay increase averages to provide data for use in decision making;
- Participates in the assessment of benefits packages and Performance Incentive Scheme solutions on behalf of Public Companies and Statutory Bodies;
- Keeps abreast with trends and happenings in the compensation management environment to ensure adherence to and maintenance of established Industry Standards.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resource:

- Maintains harmonious relations with colleagues.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good analytical, decision-making and problem-solving skills
- Good negotiation and persuasive skills
- Ability to exercise initiative and sound judgment and to think logically and creatively
- Highly customer-focused/customer service driven
- Ability to work well in a team, as well as alone
- Ability to build rapport with clients/customers of the SHRMD
- Strong ICT orientation to operate effectively in a technology-enabled environment
- Ability to communicate effectively, both orally and in writing
- Working knowledge of the Public Service machinery

Technical:

- Thorough knowledge of job/occupational standards, compensation principles and processes as applied to Public Sector Institutions
- Comprehensive understanding of compensation policies, procedures and systems, as well as proficiency in pay survey analysis
- Strong research, analytical and critical thinking skills
- Strong statistical and modeling skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related Social Sciences;
- Training in Pay Planning/Compensation Management;
- Three (3) years' experience in a Human Resource Management and Compensation Management environment.

Special Conditions Associated with the Job

- Work environment can be emotionally charged at times. There are tense Negotiations with Trade Unions, Interest Groups and Staff Associations.
- May be required to work extended hours.

Applications accompanied by Résumés should be submitted **no later than Friday, 29th January, 2021 to:**

**Senior Director, Human Resource Management and Development
Human Resource Management and Development Branch
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

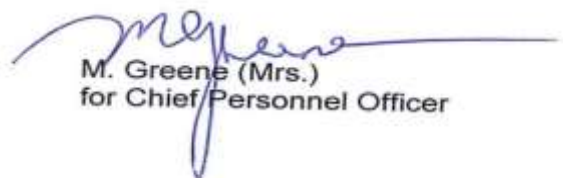
Email: hrapplications@mof.gov.jm

Please identify the job title of interest as the Subject.

Detailed information about the positions can be accessed on the Ministry's website www.mof.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.


M. Greene (Mrs.)
for Chief Personnel Officer