



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 86
OSC Ref. C.5166

10th March, 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 be assigned to/fill the following posts in the **Office of the Services Commissions (OSC) (Central Government)**:

1. **Human Resource Auditor/Project Assistant (GMG/SEG 2) – (2-year contract)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Human Resource Information and Development Officer – (Vacant)**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

1. Human Resource Auditor/Project Assistant (GMG/SEG 2)

Job Purpose

To support the Director, Corporate and Special Services and the project Consultant in reviewing the Public Service Regulations (1961) to ensure that the project is completed on time, within budget and scope. In addition, act as Administrator for the Project Steering Committee and Technical Working Groups to ensure that accurate and timely recording and dissemination of Minutes and any other necessary information.

Key Responsibilities

Technical/ Professional:

- Assists with providing all the necessary information to the Project Consultant for literature review;
- Arranges and records Minutes of the meetings of the Project Steering Committee and follows up as instructed;
- Maintains confidential filing system for the Minutes of the Project Steering Committee Meeting and other files associated with the Project;
- Arranges meetings of the Technical Working Group and records Minutes of the Meeting and follows as instructed;
- Compiles documents for review by the Project Committee;
- Liaises with Accounts Unit, Procurement, Legal Unit and any other Units as required;
- Contacts Ministries/Departments/Executive Agencies re the assignment of Technical Working Group representative(s) to be assigned to the Project;
- Prepares Monthly and Quarterly Monitoring Reports as required;
- Provides general information to the CPO, Legal Officer and Director, Corporate and Special Services, on issues affecting the smooth execution of the project.

Required Knowledge, Skills and Competencies

- Excellent Minute-taking skills
- Ability to manage/host online meetings
- Ability to analyze, interpret and present data
- Ability to use appropriate language, tense, style and formality for professional report
- Sound interpersonal and oral and written communication skills
- Sound personal and professional integrity
- Excellent customer orientation skills
- General knowledge of the general operations of the machinery of Government, especially the Public Service Regulations (1961)
- Good knowledge of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Business Administration, Human Resource Management/Development, Public Administration, Management, or any equivalent combination of qualifications and training;
- Training and experience in Project Management/Administration would be an asset;
- Five (5) years working experience.

Special Condition Associated with the Job

- Will work closely with Senior Public Officials and Union, as well as Human Resource Practitioners across the Public Service.

2. Human Resource Information and Development Officer (GMG/SEG 1)

Job Purpose

The incumbent will:

- Manage/administer the Office's Public Education Programme to keep stakeholders and client abreast of new developments in Human Resource Management policies, procedures and best practices;
- Conduct necessary research activities in order to facilitate the assessment of the management of the delegated functions within Ministries/Departments and Executive Agencies, as well as level of adherence to the OSC's service standards as outlined in its Citizens' Charter.

Key Responsibilities

Technical/Professional:

- Compiles, analyzes and presents data on employment issues, particularly those related to the delegated Human Resource (HR) functions, as well as data on OSC's organizational performance;
- Conducts research activities using the appropriate instruments;
- Prepares reports on research findings, implementation status of the OSC's Communication Plan, feedback from clients, as well as other performance reports as may be required;
- Develops, documents and implements the Communication Strategy and Plan for the Office;
- Disseminates information about the OSC and HR activities within the Central Government, especially as they relate to the delegated functions through press releases, fact sheets, workshops, information sessions, newsletters, employment fairs and other public contact programmes;
- Provides information to clients on issues relating to the OSC's operations, the management of the delegated functions, as well as Public Sector HR issues;
- Provides advice to Deputy Chief Personnel Officer, Information Standards and Public Education, on issues relating to the selection of appropriate communications and research strategies/methodology;
- Assists in the organization and delivery of training programmes, using the appropriate methodology in keeping with the principles of adult learning;
- Conducts research and gathers data for OSCs' Website;
- Assists with the preparation, development and publication of OSCs' Human Resource Quarterly, brochures and handouts;
- Attends to requests for information in keeping with the Access to Information (ATI) Act (2002);
- Maintains knowledge of the Act, laws relevant to the administration of the Act and laws affecting records and information management.

Human Resource Management:

- Prepares Individual Work Plan in collaboration with the Director, Human Resource Development and Public Education and in keeping with the Strategic Objectives of the OSC.

Required Knowledge, Skills and Competencies

- Sound analytical, research and interviewing skills
- Creative thinking capacity
- Excellent interpersonal skills
- Excellent decision-making skills
- Proficient in the use of SPSS, Microsoft Office
- Excellent oral and written communication skills
- Sound networking skills
- Knowledge of the media landscape
- Sound knowledge of Public Sector Human Resource Policies and Procedures

Minimum Required Qualification and Experience

- Undergraduate Degree in the Social Sciences with emphasis in Human Resource Management;
- Three (3) years' experience in the Public Sector environment, either in the areas of Human Resource Management or Public Sector Management.

Special Condition Associated with the Job

- Position requires travelling and occasional overnight stays.

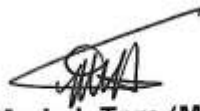
Applications accompanied by résumés should be submitted **no later than Tuesday, 23rd March, 2021 to:**

**Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: hrm@osc.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**