



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 95
OSC Ref. C.4840²⁹

15th 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 fill the **vacant** post of **Information Records and Communications Manager (GMG/SEG 1)** in the **Human Resource Management and Development Branch, Corporate Planning and Administration Division, Ministry of Finance and the Public Service**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

The Information Records and Communications Manager is responsible for leading, planning and managing the Ministry's Human Resource (HR) Records Management programme (paper and electronic). The incumbent ensures that legal obligations are met for the creation and retention of both paper and electronic records. This includes controlling the number of records created and stored and identifying which records are to be preserved for historical and research purposes and which should be destroyed. The Information Records and Communications Manager is also the Knowledge Management Officer for the Human Resource Management and Development (HRM&D) Branch and as such assists in the Succession Planning processes, manpower analysis/forecasting and organizational development.

Key Responsibilities

Develops, implements and administers specific plans to achieve compliance with the Public Sector's HR Information Records Management policy and standards

- Maintains a Management Information Systems database to provide support for the manpower planning activity as well as ensuring that the staff list is current and accurate by:
 - ✓ Requesting officers to complete the relevant active forms
 - ✓ Researching and collecting data for the information system
 - ✓ Entering data on the database for employees e.g. separation, leave record, payroll information
 - ✓ Mapping each employee to his substantive post and acting post, where applicable, in accordance with the Civil Service Act;
- Ensures that all personnel files are in keeping with the prescribed legislation (Staff Orders);
- Ensures proper maintenance of all records (electronic and paper);
- Reviews and evaluates, on a periodic basis, files stored in the HR Registry to ensure accuracy and proper adherence to prescribed guidelines;
- Ensures that all records are appropriately stored and maintained.

Develops, implements and manages HR reporting and analysis systems

- Prepares the following reports:
 - ✓ Employees acting in clear vacancies six months or more
 - ✓ Staff resignations
 - ✓ Employees who have been temporary for more than six months;
- Prepares Status Reports on the Unit's Corporate and Operational Plans for submission to the Strategic Planning Branch;
- Participates in developing the Unit's Corporate and Operational Plans;
- Participates in writing reports and HR publications;
- Prepares the manpower analysis and forecasting for the Ministry and submits for review and thereafter circulation to the relevant personnel;
- Monitors the Staff List to ensure accuracy and proper reporting;
- Prepares all HR-related reports for OSC and Corporate Management and Establishment Branch within the specified timeframe;
- Manages or maintains HREC/ HRMC records to ensure confidentiality and accuracy in the filing process;
- Maintains the Information System Database;
- Manages the maintenance of the Recruitment and Selection records;

- Ensures that all training-related records are updated and filed appropriately on the employee's personal files;
- Provides support service to HRMC and HREC by preparing schedules of appointment, Personnel Data Forms, registration/separation, etc.;
- Assists with the co-ordination of activities in producing the Ministry's Newsletter.

Develops and manages the HR communication platform to enhance customer service:

- Tracks HRM&D transaction processing time to monitor and ensure efficiency in satisfying the Customer Service Charter standards;
- Maintains the HRM&D Web Pages and vacancy listing;
- Uses the intranet communication medium and workflow vehicle through which to disseminate information to the entire Ministry;
- Advises staff on all HR initiatives and activities;
- Assists with the planning and organizing of HR events;
- Assists with the production of the Ministry's HR Newsletter and other Communiqués and disseminates all relevant Communiqués, Circulars, etc., to staff;
- Responds to all queries from internal and external clients;
- Monitors and maintains humres;
- Tracks data/correspondences through the use of database application software;
- Tracks employee (benefits) for example those who participate in the Benefits Schemes, such as health care and transportation for Government employees (bus service) and prepares the relevant reports.

Assists with developing and implementing HR policies to ensure best practices and improve service delivery:

- Conducts research to identify HR-related information to keep the Branch informed of Industry changes and abreast with new best practices;
- Consults with clients on how to improve service delivery within the Unit.
- Formulates the Records Management Policy to keep current;
- Keeps abreast with Knowledge and Records Management changes to ensure that the Unit is adhering to best practices;
- Plans, organizes, reviews and establishes best practice controls for HR activities or strategies.

Leads and manages the Records Management Team Members in the achievement of the above Strategic Objectives:

- Plans, organises and directs the work of the Team Members, including assisting in the creation of the Work Plans and PERs and monitors the Section's achievement against them;
- Develops and manages the performance of the Team Members, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and recommending training;
- Ensures that the Team Members have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Section provides a consistently high level of service to them.

Required Knowledge, Skills and Competencies

- Sound knowledge of computer applications – Microsoft Excel, Publisher, Word and Access
- Working knowledge of Government HR procedures and processes
- Capable of prioritizing
- Good analytical and problem-solving skills
- Good administrative and organizing skills
- Good oral and written communication skills
- Good interpersonal skills
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management or Public Administration or equivalent qualification;
- Training in Records Management would be an asset;
- Two (2) years' working experience in a related area.

Applications accompanied by résumés should be submitted **no later than Friday, 26th March, 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 regarding the post can be accessed from 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.



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