



**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](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

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**CIRCULAR No. 141**  
**OSC Ref. C. 5166<sup>7</sup>**

**28<sup>th</sup> April, 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 **Director, HR Audit and Appointment (GMG/SEG 4)** in the **Office of the Services Commissions**, salary range \$3,032,763 – \$3,605,002 per annum and any allowance(s) attached to the post.

### **Job Purpose**

To assess the performance of Ministries/Departments/EAs to determine compliance with guidelines governing the management of delegated Human Resource functions.

### **Key Responsibilities**

#### **Policy and Strategic Management**

- Participates in the development and implementation of the Corporate/Operational Plan and Budget for the Office;
- Develops and implements the Annual Operational Plan and Budget for the Audit Team;
- Develops and implements Annual Audit and Monitoring Plans;
- Participates in the periodic reviews of Human Resources policies as outlined in the Staff Orders and Public Service Regulations and makes recommendations for changes where necessary to maintain currency and relevance with changes in Government policies and contemporary Human Resource practices;
- Manages the operations of the HR Audit Team assigned;
- Prepares and submits reports, position papers, and other documents as required;
- Represents the Commission at local and international meetings, conferences and other fora as required.

#### **Technical/ Professional**

- Provides supervision for the Audit Team by setting performance targets, reviewing Audit Files and working papers and ensuring compliance with approved Audit programmes and guidelines;
- Develops and implements Audit and Monitoring Programmes for Ministries/Departments and Executive Agencies assigned;
- Conducts Human Resource Audits by examining Minutes of Human Resource Committee meetings, personal and other files, and other sources of secondary data, as well as conducting interviews and focus group discussions to determine the level of compliance with the standards outlined in the Accountability Agreements, Public Service Regulations/Staff Order and other Government procedures and standards;
- Provides comprehensive analyses of audit findings;
- Makes recommendations for corrective action and improvement;
- Conducts on-going monitoring activities including site visits of the Ministries/Departments and Executive Agencies assigned;
- Prepares Audit and other Reports for the Public Service Commission;
- Conducts special Audit investigations;
- Provides advice and technical support on Human Resource issues affecting delegation
- Liaises with other stakeholders (eg. Information, Standards and Education Unit) in order to design and/or implement interventions to correct deficiencies in the management of the delegated HR functions;
- Provides technical advice to the Ministries, Departments and Executive Agencies on the interpretation and administration of the Staff Orders and Public Service Regulations as well as any other Human Resources matters;
- Acts as resource persons on selection panels service wide.

## **Human Resource Management**

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, coaching and performance assessment;
- Ensures staff is aware of, and adheres to organisational policies and procedures;
- Ensures the effective utilisation of staff in the Team to maximise productivity and enhance personal development;
- Ensures the welfare and developmental needs of direct reports are clearly identified and addressed.

## **Other**

- Participates in internal and external cross-functional teams to represent the views and interests of the Office as required;
- Performs any other duty that may be assigned from time to time by the Public Service Commission and/or the Chief Personnel Officer.

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

- Excellent Problem-Solving and Strategic Thinking and analytical skills
- Excellent Interpersonal skills
- Sound Decision making skills
- Excellent Leadership and People Management skills
- Sound Planning skills
- Computer literacy (Microsoft Office suite)
- Excellent oral and written communication skills
- Sound research and Human Resource Audit skills
- Excellent Knowledge of Public Sector HR environment, including knowledge of the varying laws, regulations and procedures and their application
- Excellent interviewing and investigating skills
- Sound personal and professional integrity
- Sound technical knowledge and expertise
- Excellent Customer Orientation skills

## **Minimum Required Qualification and Experience**

- Undergraduate Degree in Human Resource Management or Public Administration or Management Studies, or any equivalent combination and education and training. A Master's Degree in HRM or a related field would be an asset.
- Specialised Training in HR Auditing
- Specialised Training and/or extensive exposure to HRM in the public sector environment

At least six (6) years' experience as a Human Resource practitioner, three of which should be at a managerial level in the Public or Private Sector.

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

- Typical office environment. Adverse working conditions. Position requires travelling and occasional overnight stays.

Applications accompanied by résumés should be submitted **no later than Tuesday, 11<sup>th</sup> May, 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](mailto: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**