



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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6th May, 2021

RE-ADVERTISEMENT

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 posts in the **Post and Telecommunication Department**:

1. **Human Resource Officer (Employee Relations) (GMG/AM 4) (Vacant)** salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.
2. **Human Resource Officer (Occupational Health and Safety) (GMG/AM 4) (Vacant)** salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.

1. **Human Resource Officer (Employee Relations) (GMG/AM 4)**

Job Summary

The Human Resource Officer (Employee Relations) provides support in the administration of Industrial Relations, Disciplinary and Grievance matters by co-ordinating the respective activities geared towards fostering an ordered and harmonious Industrial Relations Climate within the Department.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of Employee Relation matters;
- Keeps staff abreast of Human Resource policies and regulations;

Technical

- Assists with the development of strategies and programmes designed to encourage good Labour Relations;
- Provides advice to managers and staff about Grievance, Industrial Relations and Disciplinary matters;
- Investigates the causes of grievances, disputes and circumstances relating to work stoppages and other forms of labour unrest as directed;
- Assists with preparing and making presentations to staff on Employee Relations matters;
- Develops and maintains mechanism(s) to record and monitor all grievances filed by staff and claims presented by Staff Associations to ensure they are followed through to finality;
- Co-ordinates and attends meetings within the Department relating to Industrial Relations, Disciplinary and Grievance matters. Takes and disseminates action notes as required;
- Provides support at meetings at the Ministry of Labour and the Industrial Disputes Tribunal as required;
- Co-ordinates and participates in the activities for the :-
 - establishment and operation of a Disciplinary Committee
 - development, implementation and maintenance of the Department's Code of Conduct and Disciplinary Policy as well as other policies that promote a harmonious Industrial Relations Climate.
- Administers the Disciplinary and Grievance processes for the Department;
- Drafts disciplinary and related documents for review;

- Prepares for review, submissions (such as interdiction, consideration to terminate temporary employment) for the Human Resource Executive Committee (HREC) for consideration;
- Monitors staff punctuality and takes action to process unpunctuality cases in keeping with the Department's Punctuality Policy;
- Monitors Disciplinary and Criminal matters and drafts correspondence to request or provide updates to the relevant stakeholders.

Required Knowledge/Skills/Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the delivery of HRMD services
- Knowledge of Labour Laws and Industrial Relations practices
- Excellent interpersonal skills
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity.

2. Human Resource Officer (Occupational Health and Safety) (GMG/AM 4)

Job Summary

The Human Resource Officer (Occupational Health and Safety) ensures the general welfare of the staff by administering the Department's Wellness Programme. The incumbent also organizes Social and Community activities.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of welfare and Occupational Health and safety matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical

- Co-ordinates and monitors all Staff Welfare Programmes;
- Processes payments from Welfare Fund to members;
- Co-ordinates counselling for staff by liaising with the Employee Assistance Programme or other relevant Agencies;
- Co-ordinates with the Human Resource Development Unit to educate all employees on health matters and work life balance practices by way of workshops, seminars and one on one discussion;
- Co-ordinates with external parties, fora or presentations on Health, Safety, Disaster Management and other current issues for staff;
- Co-ordinates Health, Welfare and Social activities for the Department;
- Participates in the implementation of the Department's Hurricane Plan;
- Makes home and hospital visits for staff who are ailing;
- Co-ordinates the use of the Department's bus for attendance at funerals and other social activities;
- Liaises with Medical Practitioners regarding mentally ill staff;
- Organizes Safety Warden Simulation exercises island wide and mobilizes teams in case of an emergency;
- Assists in co-ordinating the establishment of a Welfare Committee;
- Serves as a member of the Occupational Health and Safety Committee;
- Manages the collection and distribution of Thermo Luminescence Dosimetry (TLD)

badges;

- Co-ordinates the distribution of first aid items for the Department;
- Conveys condolences to staff regarding the passing of their relatives and other staff;
- Assists with developing and implementing Health and Safety policies;
- Conducts inspections and reports hazards or defects that require rectification;
- Maintains an accident log, investigates accidents and recommends improvements in safety standards if required;
- Co-ordinates with the relevant stakeholders, training/sensitization for staff in occupational safety (issues, protective clothing and equipment) where necessary;
- Acts as a key point of contact for staff that has queries or concerns regarding the safety of the workplace;
- Processes injury on the job requests by:-
 - Gathering the relevant information regarding the incident;
 - Submitting a report to the Postmaster General for the treatment of leave and the Attorney General's ruling regarding reimbursement;
 - Submitting claim forms to National Insurance as required; and
 - Submitting claims to the Attorney General for reimbursement of funds expended.

Required Knowledge/Skills/Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the delivery of HRMD services
- Excellent interpersonal skills
- Occupational health and safety practices
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th May, 2021 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**