



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 178**  
**OSC Ref. C.4859<sup>16</sup>**

**31<sup>st</sup> May, 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** post of **Performance Officer (GMG/SEG 1)**, in the **Performance Management and Appraisal Systems Unit, University Hospital of the West Indies**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

### **Job Purpose**

To support the development, maintenance, monitoring and internal assessment of the Performance Management and Appraisal System (PMAS) within the University Hospital of the West Indies.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Assists in the creation and production of manuals and other procedural documents for UHWI;
- Assists in the preparation of the Project Plan for the development of the PMAS;
- Participates in the delivery of PMAS sensitization;
- Participates in the development of an organization-wide competency framework to support performance management;
- Prepares reports relevant to assignments undertaken.

#### ***Management/Administrative:***

- Prepares PMAS material for employee Orientation Sessions;
- Reviews reports from internal and external sources;
- Prepares the timetable for PMAS related activities and assists in the development of Unit Plans and Budget;
- Liaises with managers and supervisors regarding the completion of PMAS Work Plans for all staff members;
- Notifies the relevant Human Resource Officers of staff eligible for the award of increments and awards;
- Communicates with Managers and Supervisors regarding remedial and corrective actions to address poor performance.

#### ***Human Resource:***

- Participates in the review and evaluation of the work of staff members;
- Implements and maintains the established HR Management Systems;
- Collaborates with the Human Resource Senior Management in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies in the Section and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Manages the performance of all Managers/line staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Section by ensuring that established systems and procedures are documented and disseminated.

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

### ***Core:***

- Excellent interpersonal skills
- Good judgment, decision making and problem solving skills
- Good oral and written communication skills
- Strong customer orientation

### ***Technical:***

- Sound knowledge of the Public Service rules, regulations and practices.
- Sound knowledge of the PMAS as established in the guidelines issued by the Office of the Cabinet
- Knowledge of compensation and benefits administration and related statutory regulations
- Knowledge of Labour Laws
- Working knowledge of relevant computer applications and systems including HRMIS

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management/Public Administration with three (3) years related experience;
- Extensive training in the Administration of PMAS;
- Training in Government of Jamaica Human Resource Management policies and practices.

Applications accompanied by résumés should be submitted **no later than Friday, 11<sup>th</sup> June, 2021 to:**

**Senior Director, Human Resource Management and Development  
University Hospital of the West Indies  
Mona  
Kingston 7**

**Email: hrd@uhwi.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**