



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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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** posts in the **Postal Corporation of Jamaica**:

1. **Legal Officer/Corporate Secretary (JLG/LO 3)**; salary range: \$2,739,230 – \$3,256,084 per annum and any allowances attached to the post.
2. **Director, Human Resource Management and Administration (GMG/SEG 2)**; salary range: \$2,023,418 – \$2,405,208 per annum and any allowances attached to the post
3. **Executive Assistant (GMG/SEG 1)**; salary range: \$1,577,167 – 1,874,755 per annum and any allowance attached to the post.

1. **Legal Officer/Corporate Secretary (JLG/LO 3)**

Job Purpose

The Corporate Secretary is responsible for the efficient and effective administration of the Governance Function of the Postal Corporation of Jamaica Board. The incumbent ensures compliance with statutory and regulatory requirements, and that the decisions of the Board of Management (BoM) are implemented and corporate matters advanced.

The incumbent is the primary source of advice on the conduct of business, and ensures that the Corporation complies with financial and legal best practices, and maintains standards of sound Corporate Governance. Also, the incumbent is responsible for providing legal advice and guidance to the Chief Executive Officer (CEO) and Board of Directors on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for Senior Officials.

Key Responsibilities

Technical/professional

Legal

- Provides legal advice and guidance to the Chief Executive Officer and all Divisions of the Corporation including guidance on all major legal issues, major opinions, legal review of documents and briefings/correspondence prepared for Senior Officials;
- Advises and engages Directors, the CEO and other staff about changes in international and other obligations based on ongoing research;
- Prepares, peruses and vets contracts, lease agreements and other legal documentation.
- Provides general legal advice to the Corporation on all aspects of the law as it affects the Corporation's operations;
- Instructs the Attorney General's Chambers on behalf of the Corporation;
- Functions as a liaison between the Corporation and other Legal Departments such as the Office of the Director of Public Prosecution, Attorney General, Jamaica Customs, Legal Reform Division and the Chief Parliamentary Counsel, among other Ministries, Departments and Agencies (MDAs);
- Makes recommendations to the relevant officers of the Corporation to undertake investigations, as well as preparation of statements, affidavits to facilitate the proper representation of the Corporation in litigious matters;
- Oversees the development of new and amended Legislation and Attendant Policies and guidelines;
- Prepares and reviews Drafting Instructions and Draft Bills related to Postal Reform;
- Prepares and reviews Cabinet Submissions.

Corporate Secretary

- Ensures that the members of the Postal Corporation of Jamaica, and the Board of Management (BoM) receives proper advice and resources for discharging their fiduciary duties to stakeholders under the law and the records of the Board's actions reflect the proper exercise of those fiduciary duties;
- Operates as an active partner with Board members to ensure the Board's effectiveness and good governance, that is, an advisor to the Board to ensure that policy and intent are manifested correctly; Provides trends and information as a resource;
- Develops and administers the Corporation's Corporate Governance Principles and Guidelines, and provides advice on Corporate Governance issues to the BoM, Director, Senior Executives and Managers;
- Develops and implements Corporate Procedural and Administrative Systems that focus on compliance matters and Corporate Governance affairs in supporting the successful operations of the Corporation;
- Oversees the creation of an effective Corporate Record-keeping System, ensuring that records are accurate, filed, indexed, and kept up-to-date, protected and accessible, all in accordance with the law and compliance requirements;
- Co-ordinates the preparation for all meetings of the BoM and Board subcommittees; prepares and distributes Board/Committee preparatory papers, Minutes, briefing material, Meeting Agendas, notifications, and so on;
- Prepares reports on outstanding Agenda items and takes all necessary action to ensure that the information is provided in a timely manner for consideration by the Board/Committee members;
- Attends Board and Committee meetings, records Minutes and prepares final documents for distribution, highlighting Board and Committee decisions and/or information items, actions and directives;
- Contributes to meeting discussions as required, advises members of the legal, governance, accounting and tax implications of proposed policies, and updates relevant policies, where necessary;
- Ensures the accuracy of the Minutes, reports, decisions etc. touching and concerning the operations of the Board;
- Collates information, prepares correspondence, and writes reports, ensuring that the decisions made, and the actions to be taken by the Corporation are communicated to the relevant stakeholders;
- Manages project deadlines for the BoM, and assists in the development of quality standards for consistent reporting;
- Organizes and maintains an Annual Timetable and diary of key meetings for the Corporation's BoM and Board Sub-committees;
- Serves as a focal point for communication with and between the BoM and Senior Executives, managers and the Corporation's stakeholders;
- Fosters an environment of teamwork and unity of purpose between the BoM and Senior Executives, managers and staff of the Corporation;
- Monitors changes in relevant legislation and the regulatory environment and takes appropriate action;
- Oversees and co-ordinates the organization, interpretation and auditing of the Corporation's Annual Financial Accounts, signs off on the accounts and submits the Annual Report to the appropriate body within the deadline date stipulated by the Public Body Act and other relevant Act, Regulations and Standards;
- Provides custodial services of the Corporation's Seal Book and Corporate Seal; ensures that the Corporation Seal is applied to documents as required;
- Co-ordinates the payment of fees to Directors and ensures proper payment records are maintained; ensures all payments made are in line with Government requirements;
- Develops and delivers relevant orientation and training to the members of the BoM, Senior Executives and managers;
- Represents the Corporation in an official capacity, as required.

Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff (Unit Plan) based on the Divisional Operation Plan;
- Ensures that the Unit's staff has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the hiring of staff for the Unit;
- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;

- Identifies competencies/skills gaps and collaborates with the Manager, Training and Development, to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job's specific and environmental factors, implements and promotes Health and Safety policies and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures the welfare of Unit staff are clearly identified and addressed.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent leadership skills;
- Excellent interpersonal skills;
- Good planning and organizational skills;
- Ability to work with others in the pursuit of team goals;
- Good knowledge of Jamaica Public Body Corporate Governance statutes and policies;
- Good knowledge of business and contract law principles and commercial practices;
- Sound understanding of governance processes and procedures;
- Knowledge of board and committee procedures and experience in minute taking;
- Good knowledge of company law;
- Competent in computer usage and the Microsoft Office Suite of programmes (including Word, Excel and Power Point);
- Proven track record in the design, development, and implementation of corporate procedural and administrative systems, processes and procedures.

Minimum Required Education and Experience

- Bachelor of Laws Degree and Certificate in Legal Education;
- Three (3) years' experience, two (2) of which should be in the Public Service;
- Three (3) years relevant experience or exposure to conveyance contracts, tort and company law;
- Practical experience and/or professional certification as a Corporate Secretary will be an asset;
- Certification in Governance would be an asset.

2. Director, Human Resource Management and Administration (GMG/SEG 2)

Job Purpose

The Director, Human Resource Management and Administration is responsible for the development and implementation of Human Resource Management and Administration Programmes as well as strategies for the Postal Corporation of Jamaica. The incumbent ensures adequate support services are provided to the Corporation in accordance with established Human Resource and Administration policies and best practices, to meet the strategic and operational objectives of the Organization.

Key Responsibilities

Management/Administrative

- Participates in the development of the Corporate and Operational Plan and Budget for the Corporation;
- Monitors the implementation of the Corporation's Work Plan and Human Resource Management Plans;
- Reviews and recommends amendments to Human Resource Management policies and strategies based on the impact of implementation and ensures their alignment with the Corporation's strategic objectives and best practices;
- Implements appropriate communication mechanisms for the dissemination of policy to all relevant stakeholders.
- Monitors the work of the Human Resource Management and Administration (HRM) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;

- Undertakes planning with senior staff and necessary stakeholders to determine targets and goals for the Corporation ensuring the standardisation of accompanying Human Resource Management procedures;
- Keeps abreast of current and emerging Human Resource trends and best practices and utilizes them for continuous improvement of the services provided by the Unit and the overall improvement of human capital development within the Corporation;
- Operates as subject matter expert and provides advice to Executive Management and line managers on matters relating to areas within span of control;
- Prepares and submits activity/performance and other reports as required;
- Represents the Corporation at meetings/conferences and other fora as required;
- Ensures that the work of the Section is properly documented;
- Ensures that the staff adheres to the general rules and guidelines of the Staff Orders/Disciplinary Policy/Grievances Policy/Office of the Services Commissions Recruitment Policy and any other.

Technical/Professional

Human Resource Management

- Manages the implementation of a Recruitment Strategy including the use of appropriate assessment tools to recruit high performing employees that fit within the Corporation's culture;
- Periodically assesses the composition of the labour market to inform the design of the Recruitment Strategy most suitable for the Corporation;
- Establishes a database of recruitment sources that is capable of providing potential employees at all levels of the Organization; evaluates recruitment channels and instruments to determine effectiveness;
- Manages and administers the recruitment, selection and separation processes for the Corporation; trains line managers in the implementation of the processes to ensure effective execution;
- Enforces guidelines and regulations as it relates the administration of Human Resource Management;
- Manages the interpretation, application and administration of employment contracts;
- Prepares and submits to the Ministry of Finance and the Public Service (MoFP) for approval of contracts for employment and other related documents for the approval of the Ministry;
- Participates in the negotiation of the terms of contract/employment in keeping with Ministry of Finance and Public Service guidelines;
- Ensures the payments of gratuity and terminal grants are in keeping with the terms of contract;
- Ensures the promotion process is transparent and complies with the Staff Orders and Public Bodies Management (PBMA) Act; ensures that an effective communication mechanism exists and is utilized in the advertisement of all opportunities for promotion;
- Promotes policies/practices/procedures/programmes that support attraction and retention of new recruits and staff who possess the ability to accomplish the Corporation's objectives;
- Determines and evaluates the impact of the Corporation's recruitment policies on the retention of staff;
- Periodically reviews and analyses the Corporation's structure and manpower needs and makes recommendations to management for adjustment to the Corporation's structure and manpower where necessary;
- Leads in the administration of the Separation Programme; designs and administers the use of appropriate tools to facilitate Exit Interviews; analyses information received from interviews and provides feedback to line managers; also use data to inform operational and strategic HR decisions;
- Promotes the building of institutional knowledge for the Unit/Section by ensuring that established systems and procedures are documented and disseminated;
- Establishes effective working relationship with line managers to learn more about the role and function of the Corporation in order to provide appropriate advice on issues within the span of control; collaborates with line managers in the identification of scarce skills and critical competencies necessary to achieve the Corporation's Strategic objectives;
- Ensures the development and implementation of an efficient Human Resource Management Information System within the Corporation.

Employee Benefits and Welfare

- Leads in the development and administration of a policy/programme that caters to the occupational, health, safety and wellbeing of all staff;

- Provides advice to the Chief Executive Officer, and other members of staff on industrial relations, benefits, and gratuity and staff welfare issues; and provides direction in the revision of employee welfare programmes;
- Oversees the administration of health plans, leave, loans, allowances and the timely processing of gratuity benefits;
- Promotes measures which would seek to minimize risk of occupational injury and illness in the workplace; develops and maintains a database of workplace injuries to identify trends and makes recommendations to enhance safety in the workplace; commissions investigations on the causes of work related injuries and work related fatalities;
- Analyses Recognition and Reward Programmes in collaboration with the Senior Directors within the Corporation to ensure their sustained effectiveness; analyses turnover and other motivation related activities to determine their association with reward and recognition; and recommends strategies to address issues identified;
- Follows up on issues from previous meetings and submits recommendations/reports to the relevant committee as necessary;
- Advises individual members of staff of all benefits for which he/she is eligible in keeping with the conditions of service in force from time to time.

Employee Relations

- Initiates, promotes and maintains sound Industrial Relations policies, procedures and practices for all employees in the Corporation;
- Manages the grievance and disciplinary processes of the Corporation ensuring consistency and fairness; facilitates the effective management of conflict by promoting the balancing of diverse interests and abilities of employees with the needs and goals of the Corporation;
- Provides management advice on Industrial Relations matters;
- Ensures that Industrial Relations decisions are implemented in a timely manner.

Procurement Management

- Ensures that the most economic and efficient methods are used in the procurement of goods, services and works for the Corporation;
- Manages the development of the Procurement Plan for the Corporation based on analysis of resource needs and allocations;
- Ensures the implementation of the Procurement policies and procedures, which fosters cost savings and value for money;
- Conducts analysis of Procurement practices within the Corporation to provide advice on projected timelines and efficiency of procedures;
- Monitors procurement of goods, works and services to ensure that goods, works, and services are delivered in accordance with quality requirements and financial guidelines/regulations;
- Ensures the procurement and maintenance of offices equipment which will facilitate a harmonious and productive environment.

Administration & Asset Management

- Develops and implement an access management system to ensure accountability of all access of the Entity;
- Supports the Corporation in the distribution of incoming and outgoing correspondence and handling general queries;
- Ensures that adequate supplies of stationery, cleaning and other supplies are always available; manages order and reorder levels in order to minimize incidence of extravagance and waste and ensuring that only needed goods are acquired at the time they are requested;
- Ensures that Supplies Management practices are in accordance with GOJ Regulations;
- Arranges for the disposal of unserviceable furniture and equipment in accordance with Government's policy;
- Certifies bills for office supplies, utilities and other services and submits for approval;
- Ensures that Safety and Health standards are maintained by recommending equipment and safety measures to be pursued in specific locations and generally throughout the Organization;
- Ensures that effective administrative support is maintained in all Units so that staff at all levels is able to give optimum performance.

Human Resource Management

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;

- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Corporation;
- Participates in the recruitment of direct reports for the Corporation;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent leadership skills;
- Excellent interpersonal skills;
- Good planning and organizational skills;
- Ability to work with others in the pursuit of team goals;
- Sound knowledge of GOJ's Human Resource Management and Development Framework and Regulations;
- Sound knowledge of the Public Procurement Regulatory Framework;
- Sound knowledge of Government Administration and Financial Accounting;
- Sound knowledge and understanding of the strategic planning process;
- Sound knowledge of industrial relations practices; and
- Sound knowledge of the ICT applications in business functions.

Minimum Required Education and Experience

- First Degree in Management Studies, Post graduate Diploma in Human Resource Management from an accredited tertiary institution; plus
- At least five (5) years' work experience in human resource management, three (3) of which should be at a supervisory or managerial level.

OR

- Any other equivalent combination of qualification and experience

3. Executive Assistant (GMG/SEG 1)

Job Purpose

The Executive Assistant is required to independently manage, organize, monitor and execute a wide variety of highly responsible secretarial and administrative duties pertaining to the operations of Postal Corporation of Jamaica, while exhibiting a high level of confidentiality.

Key Responsibilities

Management and Administrative

- Collaborates with direct supervisor in the preparation of Individual Work Plan for signing and submission;
- Co-ordinates and implements office services activities such as purchases, record control;
- Organizes and schedules all office activities;
- Participates in the co-ordination of special projects;
- Ensures the maintenance of efficient and effective Records Management and Information System to facilitate ease of access to information and speedy retrieval;
- Ensures the security of official and confidential records;
- Assists in the development of Operational and Strategic Plans for the Administrative areas of the Office of the Chief Executive Officer;
- Assists in the development of Budgets and Monthly Cash flows.

Technical/Professional

- Organizes and manages the schedule of the Chief Executive Officer, monitors and updates planned programmes, appointments and activities;

- Analyses submissions/correspondence to the Chief Executive Officer and manages their processing, including preparing acknowledgement, initiating investigations and routing to Corporation/Department and personnel;
- Pursues appropriate follow-throughs to ensure matters are attended and appries the Chief Executive Officer accordingly;
- Participates in administrative planning of the Office to ensure the maintenance of commitments and deadlines are kept;
- Assists with the preparation of official documents including Board Reports, Corporate and Organizational Plans, Statistical Data, Annual Reports, and co-ordination of various reports;
- Monitors and updates activities and appointments for the Chief Executive Officer;
- Attends Board Meetings bi-monthly and reproduces the Minutes and ensuring follow-through with post meeting decisions and actions;
- Assists with co-ordinating, collecting and arranging delivery of reports and documents from the Board and work with the Corporate Secretary/Legal Officer and Assistant Manager to ensure timely distribution to Board Members for review prior to meetings;
- Assists in organizing the preparation of Sub-Committee reports for Board Meetings;
- Researches and compiles data, information and confidential files as requested;
- Locates and compiles information and formats reports, graphs, tables, records and other sources of information;
- Ensures that all correspondence received in the office are promptly processed and appropriate follow-ups pursued;
- Drafts response to routine matters, proof read for accuracy and ensures they are dispatched;
- Ensures that meetings/arrangements are planned and efficiently co-ordinated.
- Keeps the Director up-to-date on the status of Project Assignments, Consultants Contracts, and Annual Reports;
- Maintains the Attendance Register for Senior Managers and secretaries assigned to the Administrative Block;
- Types, formats/produces documents using the relevant computer software.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Good interpersonal skills;
- Good planning and organizational skills;
- Ability to work with others in the pursuit of team goals;
- Good knowledge of administrative or office management practices and principles;
- Good knowledge of Government of Jamaica records and information management practices and principles;
- Thorough knowledge of the Civil Service regulations and procedures, Financial Administration and Audit Act and the Public Procurement Act;
- Good research skills;
- Good knowledge of Government of Jamaica procurement policies;
- Proficient in the use of standard computer applications;
- Knowledge of web-based research techniques;
- Knowledge of Post Office Act;
- Knowledge of the Public Bodies and Management Accountability Act;
- Knowledge of the Postal Industry and its Operations.

Minimum Required Education and Experience

- Bachelor of Science Degree in Public Sector Management/Business Administration or related discipline from an accredited tertiary institution; plus
- Five (5) years related working experience. Three (3) years working with Executive Management.

OR

- Associate Degree in Public Sector Management/Business Administration or related discipline from an accredited tertiary institution; plus
- Eight (8) years related working experience. Four (4) years working with Executive Management.

Applications accompanied by résumés should be submitted **no later than Wednesday, 30th June, 2021 to:**

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

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