



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 185 **OSC Ref. C. 6593⁴**

3rd June, 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 be assigned to the following posts in the **Ministry of Tourism**:

1. **Senior Human Resource Officer (GMG/SEG 1), (Not Vacant)** salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
2. **Records Officer (PIDG/RIM 2), (July 16, 2021 to September 30, 2021)**, salary range \$748,959 – \$890,277 per annum and any allowance(s) attached to the post.

1. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Human Resource Management and Development, The Senior Human Resource Officer manages all employee benefits, participates in the recruitment and selection process and supports and directs the management of the PMAS and the Human Resource policies related to the effective use of personnel within the Ministry.

Key Responsibilities

Management/Administrative:

- Participates in the development and implementation of the Annual Operational Plan and Budget for the Division;
- Assists with the development and implementation of Human Resource policies and procedures within the Ministry;
- Develops, administers and co-ordinates Social/Employee Welfare programmes and activities and maintains a calendar of activities;
- Provides professional advice and guidance to employees of the Ministry, on Human Resource Management policies, procedures and regulations;
- Assists in the preparation and submission of reports, position papers, and other documents as required;
- Prepares Job and Status Letters, recommendations and other types of written documentation as requested;
- Acts as resource person on selected panels service wide;
- Attends meetings and represents the Unit/Ministry at conferences, seminars and other fora as required;
- Assists in conducting relevant research on related HR matters as directed by the Director, HRM&D.

Technical/Professional:

- Compiles and maintains Statistical Reports concerning employee-related data such as recruitment and selection, persons acting in positions, resignations, leave, transfers, retirement, Performance Appraisals and absenteeism rates for periodic presentation to the relevant authorities;
- Manages the operations of the MyHr+ System;
- Ensures that all Period of Service records are created and updated;
- Manages all aspects of the Public Employees' Pension Administration System (PEPAS) including registration of employees, uploading of Monthly Service Record Template (Batch 2) and Employees Historical information (Batch 3);
- Ensures retirement benefits particulars such as (leave computation and all Pension Particulars, are submitted to the relevant authorities within the specified time;
- Verifies the eligibility of employees for incentives (qualification and Annual Increments, Lump Sums, Seniority Allowances etc.) and awards and submits to the Payroll Department for action;
- Verifies completeness and accuracy of applications relating to employees benefits such as [Government Loans and Grants, Sagicor Jamaica Ltd. Health Insurance and

Government Employees Transportation Services (GETS) and submits to the relevant entities for processing;

- Creates and maintains an accurate PMAS Database outlining various components including submissions to-date and due date of payments;
- Initiates the production of Work Plans, Interim and Annual Review processes for the Performance Management & Appraisal System for new and existing employees through proactive discussion with HODs, to ensure consistency and appropriateness of indicators;
- Facilitates the delivery of HR interventions in keeping with recommendations under the PMAS;
- Manages leave for all employees of the Ministry and the preparation and presentation of the various corresponding reports, e.g. approvals, computations;
- Assists with the recruitment and selection process, to include sitting on interviewing panels and administering assessment exercises;
- Participates in the delivery of Orientation Sessions for new recruits, giving an appreciation of PMAS and ensuring that staff are aware of the policies, practices and regulations of the Ministry and the Government Service;
- Supports the Director, Human Resource Management and Development in the various planning and reporting processes related to the delegation of Human Resource Functions;
- Processes letters of resignation ensuring that all relevant Authorities/Agencies are advised in a timely manner;
- Assists in ensuring that loans, bonds bills etc. are settled prior to employees' separation;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Analytical thinking
- Confidentiality and integrity
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work as a team player at varying levels
- Excellent customer relations and interpersonal skills
- Sound judgement, problem solving and decision making skills
- Excellent knowledge and understanding of the Human Resource Management trends, procedures and practices in Government

Functional Technical:

- Good Customer orientation skills
- Sound knowledge of GOJ policies/procedures/regulations, such as the Staff Orders, Public Service Regulations and Delegation of functions
- Proficiency in use of MyHr+ and PEPAS Platforms, Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- BSc. Degree in Human Resource Management, Business Administration, Management Studies or any equivalent combination of education and training;
- Three (3) years' experience in Human Resource Management, preferably within the Public Sector.

Special conditions Associated with the Job

- Incumbent maybe required to work long hours to facilitate the completion of tasks.

2. Records Officer (PIDG/RIM 2)

Job Purpose

Under the general supervision of the Director, Documentation, Information and Access Services the Records Clerk, provides support services to the Registry to facilitate the smooth and efficient operation of the Documentation, Information and Access Services. The incumbent also provides assistance at the Front Desk of the Ministry of Tourism.

Key Responsibilities

Registry:

- Creates, updates and maintains files;
- Receives, stores and retrieves information;
- Files correspondence in chronological order;

- Responds to queries about records and files;
- Assists with the processing of mail/correspondence – sorts and despatch;
- Assists with the updating of the Records Management Database;
- Assists with research requests;
- Assists with the maintenance of Stamp Imprest;
- Assists with clipping of newspaper articles;
- Maintains 'Charge Out' Cards;
- Types labels for shelves and cabinets;
- Assists with Record of Inventory for the Ministry;
- Provides directions for locating staff when necessary;
- Receives correspondence/parcels;
- Assists with the despatching of correspondence to customers/clients of the Ministry;
- Advises relevant Unit/Officer of receipt of correspondence/parcels;
- Serves as relief Telephone Operating/Receptionist;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Good communication skills- Ability to speak clearly- clear speaking voice
- Appropriate personal presentation and decorum
- Diplomacy in dealing with the public and staff
- Knowledge of Microsoft suite and search engines
- Ability to multi-task
- Initiative
- Service-oriented

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language, and a numeric subject, plus a minimum of three to four (3-4) years' experience at the level 1 or an equivalent academic training and experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 16th June, 2021 to:**

**Director
Human Resource Management & Development Ministry of Tourism
64 Knutsford Boulevard
Kingston 5**

Email: hrm@mot.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**