



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 251** **OSC Ref. C. 6499<sup>9</sup>**

23<sup>rd</sup> July, 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 post of **Administrator, Performance Management and Appraisal System (GMG/AM 4) – (Not Vacant)** in the **Human Resource Management and Administration Division, Department of Correctional Services**, salary range \$1,410,802 – \$1,677,000 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The incumbent is responsible for providing technical and administrative support to the Director, Organizational Development/Performance Management and in the implementation and monitoring of the Performance Management and Appraisal System and to assist with organizational development and change management solutions within the Department.

#### **Key Responsibilities**

##### **To assist in the implementation and management of the Performance Management and Appraisal System with a view to facilitate performance improvement:**

- Co-ordinates sensitization sessions on the Performance Management and Appraisal System to ensure awareness;
- Provides coaching, guidance and information on the PMAS related issues to all staff including managers and supervisors;
- Develops/reviews customized manuals and forms for the Department in keeping with established guidelines;
- Reviews samples of Unit and Individual Work Plans to ensure quality of content and alignment with Operational Plans;
- Monitors compliance and general adherence to the PMAS policy and recommends appropriate strategies to mitigate gaps;
- Develops and reviews output focused job descriptions for each position;
- Contributes to the development of the PMAS status reports.

##### **To co-ordinate the employee rewards and recognition framework:**

- Collates list of eligible staff for rewards and recognition;
- Co-ordinates meetings and special events;
- Notifies relevant parties of selection and eligibility for reward/recognition;
- Provides administrative support to the Rewards and Recognition Committee.

##### **To facilitate organizational interventions to include restructuring and reclassification:**

- Assists in developing and reviewing out-put focused Job Descriptions and Terms of References;
- Assists in preparing submissions for restructuring and reclassification of posts.
- Performs any other related duties delegated by the Director, Organizational Development/Performance Management.

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

- Proficiency in the use of Microsoft Applications (Word, Access, PowerPoint, Excel and Visio)
- Sound knowledge of Government's Corporate and Operational Planning and Budgeting processes
- Sound knowledge and understanding of corporate functions and their potential strategic contribution
- Sound knowledge of performance monitoring techniques.
- Strong presentation skills
- Good planning and organizing skills

- Good problem solving and analyzing skills
- Good interpersonal skills
- Good customer relations skills
- Good oral and written communication skills
- Good use of initiative

#### **Minimum Required Qualification and Experience**

- Associate Degree or Diploma in Management, Human Resource Management or equivalent qualifications and training;
- Training in the operation of the GOJ Guideline Performance Management and Appraisal System would be an asset;
- Two (2) years' experience in Human Resource Management.

Applications accompanied by résumés should be submitted **no later than Monday, 9<sup>th</sup> August, 2021 to:**

**Senior Director  
Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street  
Kingston**

Email: [jobpostings@dcs.gov.jm](mailto:jobpostings@dcs.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**