



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 293**

### **OSC Ref. C. 4860<sup>9</sup>**

**2<sup>nd</sup> September, 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 post of **Assistant Secretary (GMG/AM 4) (Vacant)** in the **Industrial Dispute Tribunal Western Division, Montego Bay** of the **Ministry of Labour and Social Security**, salary range \$1,410,802 – 1,677,000 per annum and any allowance(s) attached to the post.

### **Job Purpose**

To organize, co-ordinate, direct, manage and oversee the activities of the Western Division of the Tribunal to which disputes have been assigned towards the expeditious settlement of the said disputes.

### **Key Responsibilities**

- Briefs exchanged so that the parties are aware of each other's contention;
- Sets dates for hearings in order to resolve the dispute;
- Attends hearing to provide administrative support;
- Advises parties of procedures to ensure the smooth flow of the hearing;
- Introduces the parties in order that they can be properly addressed for the records;
- Reads Terms of Reference to obtain the agreement of both parties;
- Swears in witnesses to give evidence and leads them through the oath taking process;
- Keeps a record of exhibits for future reference;
- Provides general information to the public, including students to educate on the role and function of the Tribunal, in keeping with the access to Information Act;
- Attends deliberations to provide clarification where necessary on points of law;
- Tenders exhibits in written and oral submissions made by the parties;
- Prepares for publishing and delivery of Back to Work and Restraining Order, in keeping with the provision of the Labour Relations and Industrial Disputes Act;
- Prepares framework of draft Award, ensures that it is typed, proofread to identify errors of law and fact, typographical and grammatical errors;
- Collates and checks to ensure that Awards are signed, witnessed, dated, sealed and dispatched;
- Ensures Awards are done in accordance with the law;
- Provides clients with accurate information as it relates to the operations of the IDT;
- Informs parties to the dispute of the Panel selected to hear and adjudicate on the dispute;
- Provides procedural guidance to any party to a dispute who maybe appearing before the Tribunal for the first time;
- Refers Terms of Reference to the Ministry of Labour and Social Security if a party or parties disagree with it;
- Prepares summonses, have it signed by the Chairman and serves it on the party;
- Takes and maintains notes of all proceedings;
- Marks and collates Exhibits tendered properly;
- Requests Verbatim Notes from Stenotype Writers for submission to Chairman, Members and for Court proposes;
- Updates Panel on the status of disputes that are before it;
- Visits Locus in quo with the panel;
- Provides to the Chairman on request, the list of items, cases and legislation that the Division shall take into account at the deliberation before a decision is reached;
- Corresponds with Legal Officer on points of law in relation to a dispute being heard;

- Researches legal issues or points of law, Court decisions or previous Awards which may be helpful to the Division when deliberating;
- Assists in the deliberation process by keeping records and notes of issues considered and matters that were raised;
- Prepares Corrigendum, Addendum to Award when necessary;
- Provides advice to Members when required on Labour Laws and amendments which require thorough knowledge of the LRIDA, Labour Relations Code, ETRPA, Holiday with Pay Act, Maternity Leave, Minimum Wage Act etc.;
- Facilitates the process of judicial review when an Award is to be taken to the Supreme Court;
- Ensures that the interpretation of an Award is provided to the parties/Minister of Labour upon request.

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

- Good oral and written communication skills
- Excellent interpersonal skills
- Customer oriented
- Teamwork and co-operation
- Planning and organizing
- Integrity and confidentiality
- Adaptability

#### **Core**

- Good interpersonal and people management skills
- Good communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills

#### **Technical**

- Proficiency in the relevant software applications
- Knowledge of the operations of the Tribunal/Knowledge of the Ministry's policies and procedures

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

- First Degree in Public Sector Management/Management Studies
- Three (3) years' experience in Industrial Relation and Excellent working knowledge of Labour Laws

#### **Special Conditions Associated with the Job**

- Extended hours of work
- Emergency meeting on weekends
- Serves summons when required

Applications accompanied by résumés should be submitted **no later than Wednesday, 15<sup>th</sup> September, 2021 to:**

**Senior Director HRM&D  
Ministry of Labour & Social Security  
14 National Heroes Circle  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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.**

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**