



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 329

OSC Ref. C. 6544³

29th 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 **vacant** post of **Human Resource Officer (GMG/AM 2)** at the **Houses of Parliament**, salary range \$986,421 - \$1,172,544, per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director, Human Resource Management & Development, the incumbent will provide Human Resource Management functions in accordance with established policies and procedures in order to achieve the Department's objectives.

Key Responsibilities

- Prepares Job Letters as requested by employees;
- Prepares correspondence to the Finance and Accounts Branch regarding any changes in personnel employment status;
- Maintains a Management Information System Database to provide support for Manpower Planning activities and Human Resource Management;
- Prepares and maintains a current listing of all members of staff as well as their employment and personal information;
- Prepares schedule of shortlisted applicants and advises applicants of date, time and venue for interviews;
- Prepares Interview Packages to facilitate recruitment of staff;
- Assists with conducting Orientation Programmes for new employees to ensure that they are aware of the policies, procedures and regulations of the Department;
- Submits recommendations for temporary employment, permanent appointments, termination, promotions, transfers, secondment and resignations to the Director, Human Resource Management for submission to the Human Resource Executive Committee (HREC);
- Liaises with job placement centres to provide placement of students for work experience or voluntary services;
- Participates in the development and implementation of a Training and Development Plan for the Organization which addresses current and future needs of the Organization;
- Prepares reports for submission to the Finance & Accounts Branch in respect of eligibility of officers to receive motor vehicle travelling allowances;
- Provides administrative support related to recreational activities and special events;
- Computes leave benefits; updates and maintains Service Records for all employees;
- Monitors Attendance Registers and prepares Monthly Attendance Report.

Required Knowledge, Skills and Competencies

Core

- Working knowledge of Human Resource Management principles and practices
- Excellent customer service skills
- Good interpersonal and team building skills
- Excellent oral and written communication skills
- Well-developed planning and organizing skills
- Ability to work on own initiative and meet deadlines
- Ability to demonstrate a high level of professionalism and confidentiality

Technical

- Knowledge of the Staff Orders, Public Service Regulations and Government policies and procedures
- Knowledge of Microsoft Office Suite
- Good knowledge of principles and practices of Human Resource Administration

Minimum Required Qualification and Experience

- Certificate/Diploma in Human Resources Management, Public Administration/Management;
- Two (2) years related working experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 12th October, 2021 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.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