



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 301
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9th 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/be assigned to the following posts in the **Court Administration Division (CAD)**:

1. **Leave Officer (PIDG/RIM 2) (Not-Vacant)** salary range \$748,959 – 890,277 per annum and any allowance(s) attached to the post.
2. **Office Attendant (LMO/TS 1) (Not Vacant)** salary range \$489,060.00 – 553,332.00 per annum and any allowance(s) attached to the post.

1. **Leave Officer (PIDG/RIM 2)**

Job Purpose

Under the direction of the Senior Human Resource Officer the incumbent provides administrative support to the Human Resource Management and Administration Division.

Key Responsibilities

- Prepares response to Leave Applications for all categories of staff;
- Advises entities of officer's resumption;
- Updates Leave Computation for officers being separated from the service;
- Updates Departmental and Sick Leave Records;
- Prepares Leave Computation with cover letter for submission to relevant agencies when necessary;
- Prepares or requests Leave Particulars from respective entities in relation to transferred/assigned staff;
- Prepares submission to Director, Court Administration for approval in respect of No-pay leave, accumulation and Special Sick Leave;
- Maintains and updates Leave of Absence Records for all members of staff;
- Assists in the monitoring of the Time and Attendance Register by preparing the list of staff who are absent /late;
- Conducts leave audits monthly to identify officers who have reached their respective leave maximum and advises them accordingly;
- Prepares Annual Vacation Leave and Departmental Leave Rosters for the Supreme Court;
- Assists with submissions of Resignation Letters;
- Performs other related duties that may be assigned by Supervisor.

Required Knowledge, Skills and Competencies

Technical

- Good knowledge of the Staff Order and Public Service Regulation
- Working knowledge of the relevant computer software applications

Core

- Excellent oral and written communication skills
- Good interpersonal relations and customer service skills
- Ability to work in a teams
- Keen eye for details

Minimum Required Education 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.

2. Office Attendant (LMO/TS 1)

Job Purpose

Under the supervision of the Office Manager the incumbent provides ancillary services that will contribute to the overall effectiveness and efficiency of the Court Administration Division.

Key Responsibilities

- Cleans all furniture, equipment and general work areas (*part-time*);
- Washes cutlery and utensils;
- Serves water/beverages;
- Prepares Conference Room for meetings, conferences and other functions;
- Prepares and serves refreshments for meetings, seminars and conferences;
- Collects and dispatches internal correspondence/files;
- Sorts and dispatches The Jamaica Gazette;
- Clears Dips in assigned areas;
- Dusts files as directed;
- Assists in collecting and dispatching mail and bank lodgements throughout the Corporate Area and other areas as directed;
- Performs any other related duties, which may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good communication skills
- Good customer service and interpersonal skill
- Ability to work in teams

Minimum Required Education and Experience

- Secondary Education
- Food Handlers' Permit
- One (1) year related work experience

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd September, 2021 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers
25 Dominica Drive
Kingston 5**

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**