



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 331

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30th 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 be assigned to the post of **Senior Human Resource Officer (GMG/SEG 1) - (Not Vacant)** in the **Human Resource Development and Management Division, Office of the Prime Minister**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Human Resource Management, the Senior Human Resource Officer is responsible for the administration of established recruitment and selection procedures and processes for the workforce of the Office of the Cabinet and the Office of the Prime Minister.

Key Responsibilities

Recruitment:

- Liaises with the Office of the Services Commissions (OSC) and the relevant Managers regarding Case Studies or activities for Assessment Centres;
- Co-ordinates activities and operations for Assessment Centres and ensures that participants are properly notified and prepared;
- Co-ordinates the presentation, case study and interview processes by applying the relevant principles and guidelines and ensures efficient and effective operations;
- Prepares advertisements for submission to Director, Human Resource Management and the relevant managers for review/approval; circulates approved document, co-ordinates activities required in preparation for submission to Jamaica Information Service (JIS) and submits to JIS for appropriate action;
- Prepares Shortlisting Tool and forward to Managers/HRDM representative along with resumes; assists with the shortlisting of applicants;
- Prepares Interview Kits (including scoresheets) for members of Interview Panel;
- Liaises with candidates and informs them of date and time of interview, as well as providing them with relevant information to facilitate easier access to the interviewing process;
- Prepares resource material for Assessment Centres and Interviews for all candidates and panellists;
- Co-ordinates logistic arrangements (booking of meeting room, refreshment, equipment etc.) for the Assessment Centres and Interviews;
- Tallies results from Interviews and Assessment Centres and submits final report to Director, Human Resource Management for review before submission to the Cabinet Secretary/Permanent Secretary for final decision;
- Prepares letters to request referee reports and follows up with requests to ensure receipt of the reports;
- Prepares and dispatches letters to all unsuccessful candidates and "Offer Letters" to successful candidates;
- Updates Recruitment Database.

Orientation:

- Co-ordinates orientation sessions and ensures that all resources are adequate to facilitate successful outcome;
- Assists with the on-going development and documentation of the Orientation Programme;
- Assists with the evaluation of the effectiveness of the Orientation Programme and makes recommendation for changes as is necessary.

Other:

- Participates in the development/review of Human Resource Policies and Procedures;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

- Integrity & Confidentiality
- Excellent communication and interpersonal skills
- Excellent planning and organizing skills
- Excellent interpersonal and customer service skills
- Excellent analytical and problem solving skills
- Sound judgment and decision making skills
- Networking and relationship-building skills (ability to function as a team player, and works harmoniously with a diverse group of people at various levels externally and internally);
- Demonstrates initiative and creativity
- Knowledge of the Government Human Resource Policies and Procedures, Rules and Regulations relating to employment in the Public Service (Staff Orders, Delegation of Functions, Public Service regulations)
- Knowledge of the recruitment, transfer and secondment processes with specific reference to the role of the Public Service Commission
- Proficient in the use of computer applications especially Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Minimum Required Qualification and Experience

- First Degree in Management Studies or Human Resource Management or Business Administration; **or** other related discipline from a recognized tertiary institution;
- At least three (3) years' work experience in personnel administration, preferably in the public sector, in an organization of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th October, 2021 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**