



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. 409

OSC Ref. C. 4860⁹

25th November, 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 **Human Resource Development Officer (GMG/AM 4) (Not Vacant)** at the **Human Resource Management and Development Department, Ministry of Labour and Social Security**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Director Human Resource Development, the incumbent will assist in the facilitation of both internal and external training opportunities for over one thousand (1000) staff members, in accordance with the Operational Plan of the Human Resource Development Unit of the Ministry.

Key Responsibilities

Technical/Professional

- Supports the implementation of the Ministry's Training Programme in keeping with the Human Resource policies and objectives;
- Assists in conducting Training Needs Analysis to identify the needs of the Organization for continued staff development island wide;
- Assists with Training Impact Assessment to evaluate the effectiveness of training programmes island wide;
- Provides administrative support for Orientation and Induction Sessions for new and transferred staff;
- Assists in arranging and co-ordinating training sessions island wide;
- Assists in facilitating Human Resource Development and other related sensitization sessions with staff members island wide;
- Assists in facilitating training and development interventions with lower level staff island wide;
- Processes and submits Study Leave and Scholarship Applications to the relevant authorities for approval;
- Facilitates in-house and external information seminars for personal and professional development of staff.

Administrative

- Liaises with relevant authorities regarding the processing of Study Leave and Scholarships for staff;
- Reviews and submits bills to the relevant authorities for payments;
- Collates and records data on training activities;
- Prepares reports (monthly, quarterly) for the Unit;
- Prepares documents for dispatch to internal and external clients;
- Provides input towards the preparation of the Unit's Budget.

Required Knowledge, Skills and Competencies

- Sound knowledge of new and diverse training delivery methods.
- Sound knowledge of Human Resource functions.
- Sound knowledge of relevant computer applications and training software
- Ability to utilize manual and electronic training equipment

Competencies

- Excellent planning and organizing skills
- Excellent interpersonal and problem solving skills
- Excellent writing and delivery skills
- Excellent time management and analytical skills
- Good negotiation skills

Minimum Required Qualification and Experience

- Bachelor of Science in Human Resource Management or Development or Public Sector Management with one (1) year experience in a HR environment.
- Certificate in Train the Trainer

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th December, 2021 to:**

**Senior Director Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: 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.



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