



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 395
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18th 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 fill the following posts in the **Ministry of Labour and Social Security**:

1. **Professional Social Worker (SWG/PS 2) (Vacant)** in the **Overseas Employment Family Services Unit (St. Catherine)**, salary range \$1,192,894 - 1,417,977 per annum and any allowance(s) attached to the post.
2. **Social Services Administrator (SWG/SSA 2) (Vacant)** in the **Public Assistance Division, St. Catherine Local Office**, salary range \$869,776 – 1,033,890 per annum and any allowance(s) attached to the post.

1. Professional Social Worker (SWG/PS 2)

Job Purpose

To conduct investigations into the circumstances of vulnerable/disadvantaged individuals/families and make recommendation for them to obtain support/welfare assistance through the Family Services Unit or the Public Assistance Department of the Ministry.

Key Responsibilities

- Carries out investigations into the circumstances of families of overseas workers who have been identified as needing support;
- Makes recommendations regarding the provision of support welfare benefits for these families;
- Manages cases for at least 300 families of overseas workers who are in need of the Ministry's support and assistance;
- Maintains electronic case files on such families through regular monitoring and assessment activities;
- Provides information to assist in obtaining support from overseas workers for their families whether through the courts or otherwise;
- Maintains dialogue with the Director and Administrators of the Family Services Unit regarding the cases of families being managed;
- Ensures that outstanding cases are brought to the urgent attention of the Director;
- Conducts investigations in order to facilitate the provision of welfare benefits/gratuity and other payments for former workers/families of overseas workers who are in need;
- Interviews/investigates applicants for other benefits which can be obtained through the Ministry's Public Assistance Department;
- Assesses the circumstances and damage to dwellings of victims of natural disasters and submits assessments for them to receive benefits;
- Identifies and refers potential beneficiaries to the Steps-to-Work and the Special Youth Employment and Training Project, PATH and other Public Assistance Programmes of the Ministry;
- Assists with distribution of relief supplies to victims of natural disasters;
- Oversees and provides guidance to the Social Services Administrators attached to the respective Regional Offices in the performance of their duties;
- Monitors the activities of the Social Work Administrators in the respective Regional Offices to ensure that these are in keeping with their assignments.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills.
- Excellent oral and written communications skills
- Proficiency in the use of the relevant Computer software.
- Ability to communicate with persons at all levels.

- Must be highly confidential
- Must be a team player.

Minimum Required Qualification and Experience

- First Degree in Social Work
- Three years related work experience.

2. Social Services Administrator (SWG/SSA 2)

Job Purpose

Under the general supervision of the PAD Administrator, In Take Officer is to provide assistance to disadvantaged groups/individuals by investigating their circumstances and submitting recommendations through the social programmes available at the Ministry of Labour and Social Security. Prepares and maintains accurate documentations and Case Files on applicants and beneficiaries. Assesses needs of applicants, makes referrals to the most appropriate services to satisfy those needs and monitors progress of these cases. Promotes the social programmes of the Ministry and ensures that benefits are delivered on a timely basis.

Key Responsibilities

- Identifies and interviews applicants for PATH benefits;
- Targets applicants for PATH benefits;
- Investigates the circumstances of persons who have become non-compliant;
- Manages caseloads of assigned PATH beneficiaries;
- Assists in convening meetings with Principals, Guidance Counsellors and Health Centre Personnel to devise strategies to aid beneficiaries compliance;
- Assists in ensuring the assistance to PATH beneficiaries is delivered on a timely basis;
- Assists in the delivery of PATH beneficiary cheques to Post Offices on a bi-monthly basis
- Assess the circumstances of persons appealing against non-selection of PATH benefits and making appropriate recommendations;
- Assists in identifying and referring PATH beneficiaries and applicants welfare programmes to the Steps to Work and other Social Intervention Programmes;
- Assists in the preparation of reports on cases to be submitted to the Appeals Committee;
- Refers applicants to other agencies and services;
- Assess the circumstances and damages to dwellings of victims of disasters and makes recommendations for assistance;
- Monitors and assists with the distribution of relief supplies to victims of disasters;
- Monitors shelters housings victims of disasters;
- Informs Public Assistance Administrator of challenges encountered in the field;
- Participates in seminars, training sessions and workshops;
- Attends meetings, seminars, exhibitions, expositions and conferences of community groups and other organizations to promote PATH and other Public Assistance Programmes of the Ministry.

Required Knowledge, Skills and Competencies

- Report writing skills
- Excellent interviewing, investigating, analysing and monitoring techniques
- Computer literate
- Communication skills-ability to communicate effectively orally and in writing with persons at all levels.
- Sound knowledge of Social Intervention Programmes, PATH and the functions of the Public Assistance Division
- Good case management skills

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O' Level General proficiency including Mathematics and English Language
- Associate Degree in Social Services
- Three (3) years related work experience
- Own and operate a reliable Motor Vehicle

Applications accompanied by résumés should be submitted **no later than Monday, 29th November, 2021 to:**

Senior Director HRM&D
Ministry of Labour & 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