



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 418
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3rd December, 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 following posts in the **Ministry of Labour and Social Security**:

1. **Director, Administration (GMG/SEG 4) (Not Vacant)** in the **Administrative Branch**, salary range \$3,154,073 - 3,749,202 per annum and any allowance(s) attached to the post.
2. **Assistant Human Resource Officer (GMG/AM 3) (Not Vacant)** in the **Human Resource Management and Development**, salary range \$1,229,060 - 1,460,966 per annum and any allowance(s) attached to the post.

1. Director, Administration (GMG/SEG 4)

Job Purpose

Under the general direction of the Permanent Secretary, the Director, Administration (GMG/SEG 4) is responsible for providing technical and supervisory direction to the staff of the Administration Division. The incumbent has overall responsibility for the Ministry's Office Management, Fleet Management, Building and Property Management, Procurement, Security, Utility, Energy, and Inventory Management Services.

Key Responsibilities

Management and Administrative

- Co-ordinates the preparation of the Strategic/Corporate Plans and Budget for the Department and monitors the implementation of these plans and Budget to ensure that the Department's work is carried out according to Plan and within Budget;
- Develops and implements a Succession Planning Framework for the Division/Unit in collaboration with the Human Resource Division, to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Directs the provision on a consistent basis, of general office services and supplies;
- Ensures the payment of rental, service fees and any other payments due, for offices rented by the Ministry;
- Oversees routine inspection of all properties and maintenance of common areas as is necessary;
- Oversees all cases relating to insurance of Motor Vehicle and Property Claims and follows through to settlement;
- Co-ordinates the creation and maintenance of a list of qualified contractors for works;
- Oversees all Rental/Lease Agreements in accordance with the appropriate laws and established guidelines.

Technical/Professional

- Oversees the maintenance of all electrical equipment, air conditioning systems, standby plant, plumbing system, fixtures and fittings and fire extinguishers;
- Responds to complaints/reports concerning maintenance and/or engineering problems and ensures that they are resolved;
- Oversees service personnel and contractors in keeping with the terms and conditions of contracts;
- Co-ordinates the implementation and management of a Disaster Management Plan for the Ministry Island wide;
- Manages the implementation and monitoring of initiatives to conserve energy and reduce waste;

- Directs the Ministry's programme for the security of personnel, property, equipment, and buildings, ensuring that appropriate systems are in place and relevant information is communicated to staff;
- Develops systems and procedures for the administration of the Ministry's fleet of vehicles;
- Co-ordinates the maintenance of emergency equipment in the Ministry Island wide;
- Monitors Travel Logistics to include airfare, ground transportation, accommodation, and related details for overseas and local travel;
- Liaises with Heads of Section/Managers regarding Office Operation Support Strategies, deadlines, and general needs;
- Directs the planning process for essential services to include but not limited to security, maintenance, mails, Office, and Transportation services;
- Assess to optimum utilization of space to accommodate individual/Unit/Department's needs;
- Manages the maintenance of the electrical and maintenance equipment;
- Provides technical advice/guidance to the Permanent Secretary, Directors, Managers, and staff in general on matters relating to Facilities and Property Management.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals, and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Allocates and schedules work; allocates monthly mileage to Travelling Officers.

Other

- Performs other related duties that may be assigned by the Permanent Secretary, Chief Technical Director and Minister from time to time;
- Participates in and is a member of the Ministry of Labour and Social Security's Procurement, Energy, Canteen and Customer Service Committees;
- Assists the Ministry's Representative for Disaster Preparedness and Response.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent customer relations skills
- Excellent problem solving and conflict management skills
- Excellent planning, negotiating and organizational skills
- Excellent integrity and ethical principles

Technical:

- Knowledge of the operations of Government of Jamaica policies and procedures
- Knowledge of Budget Preparation
- Project planning and management skills
- Proficiency in Computer Applications
- Sound knowledge of safety regulations and programmes.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies/Business Administration/Public Administration or equivalent.
- Three - five (3-5) years related work experience.
- Supervisory management training

Special Conditions Associated with the Job

- Holder of a valid General Driver's License
- Working beyond normal office hours
- May be required to work on weekends and public holidays
- High levels of stress
- Traveling Island wide

2. Assistant Human Resource Officer (GMG/AM 3)

Job Purpose

Under the direction of the Senior Human Resource Officer, Staffing, the incumbent assists with the engagement, placement and separation of employees, as well as supports the overall effectiveness of the Department and facilitates the implementation of the Human Resource Plan for the Ministry.

Key Responsibilities

Technical/Professional

Recruitment and Selection

- Reviews Job Descriptions in consultation with Heads of Sections to ensure relevance;
- Reviews resume's in order to aid the selection process;
- Short lists prospective employees;
- Prepares Interview Schedule;
- Contacts prospective employee(s) regarding interview schedule;
- Participates in the interview process for prospective employee(s);
- Selects the best candidate(s) based on interview results;
- Seeks approval for engagement;
- Notifies successful and unsuccessful candidates of interview results;
- Verifies references and qualifications;
- Prepares contracts for engagement or renewal, and temporary employment letter.

Ensures that the proper procedures regarding appointments, acting appointments, assignments and separation are followed by:

Appointment

- Requesting and receiving Performance Evaluation Report for members eligible for appointment
- Requesting and reviewing information from Establishment Officer
- Reviewing Performance Evaluation Report
- Submitting recommendation(s) for appointment(s)
- Informing staff members, Head of Sections, and the relevant Departments of outcome.

Acting

- Receiving recommendation for acting appointment/assignment from Senior Human Resource Officer Staffing in respect of specific categories of Officers
- Reviewing recommendations by checking Staff List along with personal file
- Submitting the relevant documentation in respect of acting appointment/assignment for consideration and approval
- Inspecting approval(s)
- Informing staff members, Head of Sections, and the relevant Departments regarding approvals of acting appointment/assignments.

Separation (termination and resignation)

- Receiving resignation(s) from Senior Human Resource Officer, Staffing
- Ascertaining indebtedness status and Vacation Leave entitlement
- Submitting resignation(s) to the relevant authority
- Informing former staff member(s) and the relevant authority of resignation acceptance
- Processing directives to terminate staff.

Vacancies

- Requesting and reviewing information from Senior Human Resource Officer
- Liaising with various Department Heads with regards to vacancies
- Provides accurate information and technical advice to staff members in accordance with established guidelines.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good interpersonal skills
- The ability to work on own initiative
- Good knowledge of modern Human Resource practices
- Team player
- Ability to work under stress

Technical

- Good knowledge of Government policies and procedures

Minimum Required Qualification and Experience

- First Degree in Social Sciences, Public Administration and Business Administration or related field with two (2) years related experience in a Human Resource Management.
- Training in Human Resource Management

Applications accompanied by résumés should be submitted **no later than Thursday, 16th December, 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**