



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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26th 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 **vacant** posts in the **Office of the Services Commissions (OSC) (Central Government)**:

1. **Human Resource Auditor (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Human Resource Policy Analyst (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Human Resource Information and Development Officer (GMG/SEG 1)**, salary range \$1,540,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

1. Human Resource Auditor (GMG/SEG 2)

Job Purpose

The incumbent will support the Senior Human Resource Auditor in assessing the performance of Ministries/Department/Executive Agencies to determine compliance with guidelines governing the management of delegated Human Resource (HR) functions.

Key Responsibilities

Technical/Professional:

- Assists with the development and implementation of the Audit and Monitoring Programmes for Ministries/Departments/Executive Agencies assigned;
- Assists in conducting Human Resource Audits by examining Minutes of Human Resource Committee meetings, personal and other files and other sources of secondary data, as well as assists in conducting interviews and focus group discussions to determine the level of compliance to the standards outlined in the Accountability Agreement;
- Prepares Working Papers and reports on Audit findings for submission to the Senior Human Resource Auditor and/or Director, Human Resource Audit;
- Makes recommendations for corrective action and improvement;
- Conducts on-going monitoring activities, including site visits of the Ministries/Departments/Executive Agencies assigned and examination of personnel transactions and Quarterly Reports submitted;
- Prepares Monitoring Reports as required, as well as provides assistance in the preparation of Audit Reports;
- Provides general information on Human Resource issues affecting delegation as requested.

Required Knowledge, Skills and Competencies

- Sound analytical skills
- Sound interpersonal and oral and written communication skills
- General knowledge of the general operations of the machinery of Government, especially the Public Sector Human Resource Management and Development framework
- Sound personal and professional integrity
- Excellent customer orientation skills
- Computer literacy (Microsoft Office suite)

Minimum Required Qualification and Experience

- First Degree in Human Resource Management/Development, Public Administration, Management or any equivalent combination of qualifications and training;
- Five (5) years working experience in the field of Human Resource Management.

Special Condition Associated with the Job

- Position requires travelling and occasional overnight stays.

2. Human Resource Policy Analyst (GMG/SEG 2)

Job Purpose

Under the general direction of the Director, Human Resource Policy and Standards, the Human Resource Policy Analyst is responsible for assisting in identifying, researching and analyzing issues in Ministries', Departments' and Executive Agencies' Human Resource Policy areas, exploring, collecting and analyzing information, then reporting findings and proposing new policies to address problems, in order to improve service delivery and the achievement of the national objectives.

Key Responsibilities

Management /Administration:

- Assists in undertaking research relevant to the HR policies and practices by conducting all phases of research projects, inclusive of literature reviews, design and development of research proposal instruments;
- Assists in the review of Central Government and Executive Agencies, HR Policy and Procedures Manuals and other policy documents;
- Assists in planning, organizing and conducting research into HR issues affecting Central Government entities and Executive Agencies and providing analysis and advice on issues;
- Collects, compiles and analyses quantitative and qualitative data from HR Audit Reports, surveys, interviews and other research methods and prepares written reports on findings;
- Provides information on what research is already in a particular policy area;
- Assists in the preparation of submissions/technical papers/policy proposals for consideration by the Chief Personnel Officer;
- Assists in the preparation, analysis and review of Cabinet Submissions and Notes as requested;
- Assists in monitoring the implementation of HR decisions taken by the Office of the Services Commissions and drafts status reports for submission to the Chief Personnel Officer;
- Assists in the preparation and updating of a HR Procedures Manual for Ministries and Departments with Delegation of Functions;
- Revises and updates the OSC Recruitment and Selection Policy and Disciplinary Manuals to ensure that they are current and relevant;
- Assists in engaging stakeholders to address HR issues of relevance to the management of the delegated HR functions.

Human Resource Management:

- Develops Individual Work Plan that is aligned to the Information, Standards and Public Education Unit Work Plan;
- Represents the Chief Personnel Officer on job selection panels and at meetings, conferences and workshops.

Required Knowledge, Skills and Competencies

Core:

- Very good oral and written communication skills
- Very good listening skills
- Good interpersonal skills
- Ability to work on own initiative
- High level of integrity
- Compliance

Technical:

- Good knowledge of the structure, roles and functions of the machinery of Government

- Good knowledge of sources of official data on areas pertinent to the work of the Office of the Services Commissions
- Good knowledge of Government policy and planning processes
- Good co-ordination and planning skills
- Very good knowledge of qualitative and quantitative research methods
- Ability to conduct research, analyze data and make sound and logical conclusions
- Ability to think critically and solve problems
- Ability to work effectively in a team
- Excellent IT skills (Microsoft Office and the relevant Statistical Packages)

Minimum Required Qualification and Experience

- First Degree in Public Sector Management/Public Policy/Development Studies or equivalent;
- Three (3) years working experience in conducting Research and Policy Development.

3. Human Resource Information and Development Officer (GMG/SEG 1)

Job Purpose

The Incumbent will:

- Manage/Administer the Office's Public Education Programme to keep stakeholders and clients abreast of new developments in Human Resource Management policies, procedures and best practices;
- Conduct necessary research activities in order to facilitate the assessment of the management of the delegated functions within Ministries/Departments and Executive Agencies, as well as level of adherence to the OSC's service standards as outlined in its Citizens' Charter.

Key Responsibilities

Technical/Professional:

- Compiles, analyzes and presents data on employment issues, particularly those related to the delegated HR functions, as well as data on OSC's organizational performance;
- Conducts research activities using the appropriate instruments;
- Prepares reports on research findings, implementation status of the OSC's communication plan, feedback from clients, as well as other performance reports as may be required;
- Develops, documents and implements the Communication Strategy and Plan for the Office;
- Disseminates information about the OSC and HR activities within the Central Government, especially as they relate to the delegated functions through press releases, fact sheets, workshops, information sessions, newsletters, employment fairs and other public contact programmes;
- Provides information to clients on issues relating to the OSC's operations, the management of the delegated functions, as well as Public Sector HR issues;
- Provides advice to Deputy Chief Personnel Officer, Information, Standards and Education, on issues relating to the selection of appropriate communications and research strategies/methodology;
- Assists in the organization and delivery of training programmes, using the appropriate methodology in keeping with the principles of adult learning.

Human Resource Management:

- Prepares Annual Individual Work Plan in collaboration with the Director, HR Information and Public Education and in keeping with the Strategic Objectives of the OSC.

Required Knowledge, Skills and Competencies

- Sound interviewing, analytical and research skills
- Creative thinking capacity
- Excellent interpersonal skills
- Good decision-making skills
- Excellent oral and written communication skills
- Networking skills
- Computer literacy (SPSS, Microsoft Office)

- Knowledge of the media landscape
- Sound knowledge of Public Sector Human Resource policies and procedures

Minimum Required Qualification and Experience

- Undergraduate Degree in the Social Sciences, emphasis in Human Resource Management;
- Three (3) years' experience in the Public Sector environment, either in the areas of Human Resource Management or Public Sector Management.

Special Condition Associated with the Job

- Position requires travelling and occasional overnight stays.

Applications accompanied by résumés should be submitted **no later than Friday, 10th December, 2021 to:**

Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4

Email: hrm@osc.gov.jm

Please note that only short listed 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