



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 33**  
**OSC Ref. C.4761<sup>9</sup>**

27<sup>th</sup> January, 2022

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 **vacant** post of **Director, Human Resource Management (AUGD/AGS 6)** in the **Auditor General's Department (AGD)**, salary range \$2,937,627 - \$3,491,916 per annum and any allowance(s) attached to the post.

**Job Purpose**

The Director Human Resource Management is responsible for carrying out Human Resource Policies and assisting with the Human Resource Management functions for the Department.

**Key Responsibilities**

***Personnel Policies and Procedures:***

- Assists with the recruitment and orientation of staff;
- Advises staff on matters relating to employment, acting appointment and appointment and prepares documents;
- Submits information to the Accounts Branch regarding matters relating to employment, acting appointment and appointment;
- Assists with the development of the Unit's Operational Plans;
- Assists with the review of Job Descriptions for the Unit/Department;
- Manages the Human Resource Management Information System;
- Verifies Vacation Leave eligibility for each applicant before preparing a summary of leave entitlement for the Auditor General's approval, annually;
- Verifies entries on Period of Service Records;
- Assists with the implementation of programmes related to staff welfare e.g. transportation, sports, first-aid and sick-bay facilities;
- Ensures that Personnel Records are maintained for each member of staff and the safekeeping of all these records;
- Provides information to staff on matters relating to Human Resource matters.

***People Management:***

- Provides leadership to staff through effective objective setting, delegation, communication, coaching, mentoring, performance management, training, and support as needed;
- Attends meetings, conferences and other fora in the absence of the Senior Director, Human Resource and Administration;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Sound knowledge of Human Resource Management processes and procedures in Government
- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to exercise sound initiative
- Excellent customer relation skills

**Minimum Required Qualification and Experience**

- First Degree in Human Resource Management/Administration or equivalent qualification;
- Three (3) years' experience working in Human Resource Management and Administration in Government.

**Special Condition Associated with the Job**

- May be exposed to adverse working conditions, occasionally.

Applications accompanied by résumés should be submitted **no later than Wednesday, 9<sup>th</sup> February, 2022 to:**

**Senior Director (Acting),  
Human Resource and Administration  
Auditor General's Department  
40 Knutsford Boulevard  
Kingston 5**

Email: [personnel@auditorgeneral.gov.jm](mailto:personnel@auditorgeneral.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**