



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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7th February, 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/be assigned to the following posts in the **Ministry of Economic Growth and Job Creation**:

1. **Senior Human Resource Development Officer (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Executive Secretary 2 (OPS/SS 5) – Executive Management Division (Permanent Secretary's Office) – (Vacant)**, salary range \$1,468,363 - \$1,745,422 per annum and any allowance(s) attached to the post.
3. **Human Resource Officer (GMG/AM 4) (Staffing and Benefits) – (Not Vacant)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.

1. Senior Human Resource Development Officer (GMG/SEG 1)

Job Purpose

The Senior Human Resource Development Officer will be responsible for co-ordinating and evaluating training functions, delivering training and managing the training needs information. The incumbent will also assist with all the functions and general operations of the Human Resource Development Unit.

Key Responsibilities

- Develops and administers Training Needs Surveys, analyzes the findings and makes recommendations;
- Contributes to the development of the Training Plan and Budget for the Division;
- Participates in the implementation and monitoring of the Training Plan;
- Contributes to the development, implementation and review of the Training and Development Policy for the Division;
- Prepares Submissions for Study Leave, including Day Release, to the Human Resource Executive Committee (HREC);
- Processes staff requests for time-off to pursue studies;
- Develops Training Manuals and other training tools;
- Develops and maintains an effective Training Database for the Division;
- Develops and maintains a Database of training providers and resource personnel;
- Contributes to the development and implementation of a Career Planning and Counselling Programme for the Division;
- Provides advice to staff as it relates to career and professional development;
- Plans, organizes and delivers in-house training courses, in collaboration with Heads of Divisions/Branches and Units;
- Liaises and participates in the selection of appropriate training institutions/providers or adjunct facilitators to secure appropriate training interventions;
- Contributes to the development and implementation of strategies to evaluate the impact of training programmes on job performance;
- Contributes to the establishment and implementation of an Employee Development Programme, which provides opportunities for maximizing the potential of employees;
- Assists with the development and management of an Orientation Programme for all staff of the Division.

Required Knowledge, Skills and Competencies

- Knowledge of GoJ Procurement Policies and Guidelines
- Sound knowledge of the Public Service Regulations and Staff Orders

- Knowledge of current trends in Human Resource and career development
- Knowledge of GOJ's Budget Management Process
- Ability to conduct training needs analysis
- Proficient in the use of Microsoft Office Suite
- Change Management skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Customer and Quality Focus
- Good planning and organizing skills
- Confidential
- Change Management skills
- Ability to work in a team

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology, Education and Training or related discipline from a recognized tertiary institution;
- Three (3) years working experience in Human Resource Development or training, preferably in the Public Sector, in an organization of similar size and complexity;
- Professional training in the design and delivery of training programmes or related field.

2. Executive Secretary 2 (OPS/SS 5)

Job Purpose

The Executive Secretary supports the operation of the Permanent Secretary's Office by providing efficient and effective secretarial and administrative support services to the Permanent Secretary.

Key Responsibilities

- Advises callers with whom to communicate regarding specific issues;
- Advises callers of the Permanent Secretary's availability and takes messages in his/her absence or unavailability;
- Replies to routine queries arriving at the Permanent Secretary's Office and directs other queries to the relevant official;
- Interviews visitors and callers to determine the nature of their enquiry and refers persons to the proper Authority;
- Deals with complaints and requests;
- Issues routine information regarding technical, administrative and/or Departmental matters;
- Disseminates information to internal and external parties;
- Composes letters and memoranda from general instructions;
- Answers routine correspondence;
- Establishes and maintains a system for the control and safe keeping of classified, secret and confidential documents and reports;
- Types all necessary correspondence for dispatch;
- Composes letters and memoranda based on general instructions;
- Records all mail/files received and dispatched;
- Arranges for the printing, photocopying, binding, dispatch, etc., of documents produced;
- Designs and maintains an effective general Filing System.
- Reviews, proofreads and edits documents prepared;
- Maintains the Diary of the Permanent Secretary;
- Schedules appointments and briefs the Permanent Secretary's on the matter before confirming meeting;
- Arranges meetings and ensures that recordings of the proceedings are done;
- Takes Action Minutes at meetings where directed to do so and circulates them as required;
- Collates and co-ordinates the bi-weekly work schedules for Unit Head's Meeting;
- Makes local and international travel arrangements, prepares itineraries and maintains all Travel Records;
- Manages and maintains office equipment and supplies;
- Manages the Office's physical resources such as printers, computers, phones, etc. and arranges for the prompt repair or replacement of faulty equipment;
- Orders and secures stationery and other supplies for the Permanent Secretary's Office.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government operations and protocol
- Ability to manage workloads and prioritize amongst conflicting demands
- Good Records Management skills
- Ability to maintain calendars and schedule appointments
- Ability to create, compose and edit written material
- Ability to use the office machines, e.g. memory writer, binder, photocopier, computer and fax machine
- Proficiency with Word Processing, Spreadsheet and other basic computer software applications and Internet communications
- Knowledge of Government Protocol
- Ability to communicate effectively, both orally and in writing
- Excellent time management skills
- Excellent interpersonal skills
- Ability to work under pressure and meet deadlines
- Consistently approaches work with energy and a positive constructive attitude
- Confidentiality

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus seven (7) years' general office experience;
OR
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus seven (7) years' general office experience;
OR
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and seven (7) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Human Resource Officer (GMG/AM 4)

Job Purpose

The Human Resource Officer (Staffing and Benefits) is responsible for administering employee benefits and the staffing and recruitment activities, in accordance with established policies and procedures, in order to achieve the Ministry's Strategic Objective.

Key Responsibilities

- Prepares job profiles for approval in respect of vacant positions, after consultation with Director Human Resource Management;
- Participates in the recruitment, selection and appointment of staff for posts equivalent to GMG/AM 4 and below;
- Prepares documents and makes necessary arrangements for interviews including selection mechanism;
- Conducts background/reference checks on successful applicants;
- Investigates queries by the Office of the Services Commissions and provides information;
- Assists with conducting Orientation Programmes for new employees to ensure that new employees are aware of the policies, procedures and regulations of the Division and the Ministry;
- Assists in conducting and analyzing Exit Interviews for an employee who is separating from the service and ensures that all separation matters are satisfactorily settled;

- Provides professional advice on the interpretation of Human Resource policies, procedures/guidelines for the Ministry;
- Submits recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to Human Resource Executive Committee (HREC) for approval;
- Apprises the Heads of Branches of officers who are acting in clear vacancies, employed in clear vacancies and requests recommendations as to their suitability for appointment/promotions;
- Advises and distributes approvals from HREC for acting appointments, temporary employment, promotions, appointments, resignations and termination and ensures that the Salaries Unit is advised to effect payments;
- Maintains the Motor Vehicle Database for all travelling officers of the Ministry, island-wide;
- Processes employee benefits (such as GEASO Health Care, Government Loans, Duty Concession and Grants and transportation for Government employees.

Required Knowledge, Skills and Competencies

- Sound knowledge of the principles and practices of Human Resource Administration
- Sound knowledge of the Staff Orders and the Public Service Regulation
- Sound knowledge of recruitment and selection procedures
- Proficient in the use of Microsoft Office Suite
- Excellent oral and written communication skills
- Excellent interpersonal and customer relation skills
- Excellent time management skills
- Results and team oriented
- Good planning and organizing skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource or Public Administration/Public Sector Management or related discipline;
- Two (2) years related experience.

Applications accompanied by résumés should be submitted **no later than Friday, 18th February, 2022 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 7th Floor
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.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**