



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 96
OSC Ref. C. 6222⁹

9th March, 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 following **vacant** posts in the **Post and Telecommunications Department**:

1. **Senior Human Resource Officer (GMG/SEG 1) (Recruitment and Contract Administration)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Assistant Human Resource Officer (GMG/AM 3)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

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

Job Purpose

The Senior Human Resource Officer is responsible for the management and administration of recruitment and selection and contract administration activities for the Department's Postal Agents, Courtesy Officers and other staff engaged on contracts. The incumbent will also execute contract administration activities for the Postal Corporation of Jamaica.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the Human Resource Management's Section Plan;
- Prepares Individual Work Plan;
- Prepares and submits Activity/Performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in strategic staffing and makes recommendations for their adoption, where necessary, to enhance the Department's Human Resource service delivery.

Technical/Professional:

- Participates in the development and implementation of the Department's Recruitment and Selection Programme;
- Participates in the Department's Orientation Programme;
- Advises Postal Agents, Courtesy Officers and other Contract Staff on Human Resource policies and procedures;
- Computes and processes all types of leave; prepares Leave Records and approval/non-approval letters for Postal Agents, Courtesy Officers and other Contract Staff;
- Ensures that the Leave Records for the Postal Agents, Courtesy Officers and other Contract Staff are kept up-to-date and are easily retrievable;
- Checks and responds to Postal Agents, Courtesy Officers and other Contract Staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to Postal Agents, Courtesy Officers and other Contract Staff regarding their maximum of Vacation Leave eligibility;
- Prepares final Leave Computations in respect of Postal Agents, Courtesy Officers and Contract Staff for resignation for submission to the relevant stakeholders for verification and payment as required;
- Collaborates with Regional Managers, co-ordinates and participates in the recruitment and selection of Postal Agents, Courtesy Officers and other Contract Staff by:
 - ✓ Developing and maintaining of a Recruitment and Selection Schedule for each category

- ✓ Preparing and referring advertisements to the Director, Human Resource Management and Development (HRMD) for review and circulating approved document to the Office of the Services Commissions (OSC) or other medium for appropriate action
- ✓ Preparing letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates
- ✓ Verifying the authenticity of employments documents submitted by candidates
- ✓ Ensuring the co-ordination of activities for Assessment Centres, such as ensuring logistics arrangements (meeting room, refreshment, online platforms, etc.) and participants are properly notified
- ✓ Ensuring the preparation of interview Assessment Sheets and packages for panel members
- ✓ Serving as interview panellist
- ✓ Liaising with candidates and informing them of date and time of interviews, as well as providing them with the relevant information to facilitate easy access to the interview
- ✓ Tallying results from interviews and Assessment Centres and submitting Final Report to the Director, Human Resource Management and Development, for review and directives on next steps
- ✓ Requesting Referee Reports and following up with requests
- ✓ Submitting requests to Jamaica Constabulary Force for vetting/background checks to be conducted on prospective employees;
- Prepares Submissions for the employment of successful candidates to the Human Resource Executive Committee (HREC) for consideration;
- Prepares correspondence to seek approval for contractual engagements from the Ministry of Finance and the Public Service;
- Prepares employment Contracts for submission to the Legal Officer for review and finalization;
- Ensures that employment Contracts are properly signed and witnessed;
- Processes requests for gratuity payments;
- Co-ordinates and conducts Exit Interviews;
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Assists with the recruitment and selection of other categories of staff within the Department.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of Government of Jamaica's recruitment and selection practices
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

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

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

Job Purpose

The Assistant Human Resource Officer assists in the management and administration of recruitment and selection and contract administration activities for the Department's Postal Agents, Courtesy Officers and other staff engaged on contracts.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;

- Prepares Status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical/Professional:

- Computes and processes all types of leave; prepares Leave Records and approval/non-approval letters for Postal Agents, Courtesy Officers and other Contract Staff;
- Ensures that the Leave Records for the Postal Agents, Courtesy Officers and other Contract Staff are kept up-to-date and are easily retrievable;
- Checks and responds to Postal Agents, Courtesy Officers and other Contract Staff queries/concerns regarding leave eligibility and other Contract Staff regarding their maximum of Vacation Leave eligibility;
- Prepares Final Leave Computations in respect of Postal Agents, Courtesy Officers and Contract Staff for resignation for submission to the relevant stakeholders for verification and payment as required;
- Assists with co-ordinating and participating in the recruitment and selection of Postal Agents, Courtesy Officers and other Contract Staff by:
 - ✓ Assisting with maintaining Recruitment and Selection Schedule for each category
 - ✓ Assisting with the preparation of job advertisements
 - ✓ Preparing letters/correspondence to shortlisted applicants and Offer Letters to successful candidates
 - ✓ Co-ordinating activities for Assessment Centres
 - ✓ Preparing Interview Assessment Sheets and packages for panel members
 - ✓ Participates on interview panels
 - ✓ Preparing interview and Assessment Reports
 - ✓ Preparing requests for vetting/background checks to be conducted on prospective employees;
- Prepares Submissions for the employment of successful candidates and other related matters to the Human Resource Executive Committee (HREC) for consideration;
- Assists with processing requests for gratuity payments;
- Assists with co-ordinating Exit Interviews;
- Assists with processing resignations.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of Government of Jamaica recruitment and selection practices
- Excellent interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd March, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston, CSO**

Email: hrunit@jamaicapost.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**