



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. 138 **OSC Ref. C. 6222⁹**

6th April, 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 Industry, Investment and Commerce (MIIC)**:

1. **Director, Technical Co-ordination and Monitoring (GMG/SEG 4) (Contract) - Office of the Permanent Secretary**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Senior Human Resource Officer (Employee Relations) (GMG/SEG 1) - Human Resource Management and Development Branch – (Not Vacant)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.

1. **Director, Technical Co-ordination and Monitoring (GMG/SEG 4)**

Job Purpose

Under the general direction of the Permanent Secretary, the Director, Technical Co-ordination and Monitoring is responsible for providing effective co-ordination, monitoring and stakeholder management of the entities under the Portfolio of the Ministry. The incumbent is responsible for contributing to the development of strategic decisions and providing high level technical and operational support to the Permanent Secretary, with a view to enhancing the efficiency and effectiveness of the Permanent Secretary's Office and the Ministry.

Key Responsibilities

Management/Administrative:

- Prioritizes conflicting needs ensuring that same are handled expeditiously and are followed through to successful completion proactively;
- Follows-up to ensure that all Cabinet Submissions, Reports etc are prepared and reviewed for the attention of the Permanent Secretary and Minister;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;
- Ensures the smooth operations of the Permanent Secretary's Office in the absence of the Permanent Secretary;
- Assists with the co-ordination of meetings;
- Co-ordinates and participates in the preparation of the Operational Plans for the Permanent Secretary's Office;
- Prepares the Annual Budget for the Permanent Secretary's Office;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures.

Technical/Professional:

- Co-ordinates and monitors critical projects with an emphasis on those projects targeted at the development and implementation of policies and strategies geared at enhancing the business environment and increasing trade and investment, and manages responses to queries raised by the Permanent Secretary to ensure the provision of prompt and accurate information and data;
- Develops and manages urgent, short-term projects and initiatives and ensures accurate planning and timely and effective implementation;
- Manages matters related to local, regional and international affairs which are presented for the attention of the Permanent Secretary's Office and ensures accurate and timely action;
- Collaborates with relevant technical officers in conducting research and reviews research papers, reports and other technical documents as directed by the Permanent Secretary;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government to ensure that matters for the Permanent Secretary's attention are expeditiously undertaken/addressed;

- Consults/liases with Ministries, Departments and Agencies (MDAs) and other stakeholders to elicit advice/feedback on matters related to Industry, Commerce and Investment and consumer and trade protection;
- Prepares, monitors and oversees responses, on behalf of the Permanent Secretary in respect of Cabinet Submissions, Ministry Papers and technical documents as required to carry forward policy recommendations;
- Routes and obtains timely responses to requests to MDAs for comments, reports and briefs for the attention of the Minister and Permanent Secretary;
- Assists in the preparation of policy papers, speeches and presentations based on high quality research;
- Examines and quality assures documents prepared by MDAs for the signature of the Permanent Secretary;
- Ensures thorough Briefings are prepared/presented for all meetings involving the Minister and the Permanent Secretary;
- Represents the Permanent Secretary at meetings, seminars and provides timely and effective reports and recommendations on areas of discussions and next steps;
- Reviews Procurement Submissions presented for the approval of the Permanent Secretary and assesses adherence to Procurement policies and guidelines;
- Ensures the preparation and timeliness of speeches and speaking notes as requested by the Permanent Secretary and quality assures these documents.
- Reviews all documents requiring the signature of the Permanent Secretary.

Human Resource Management:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching to staff in the Offices of the Minister and Permanent Secretary;
- Ensures that all members of staff in the Office of the Permanent Secretary are aware of and adhere to the policies, procedures and regulation of the Ministry;
- Manages the performance of direct reports and facilitates timely and accurate completion of Performance Appraisal for staff in the Offices of the Minister and Permanent Secretary;
- Recommends and effects disciplinary measures in keeping with established guidelines/practices;
- Establishes and maintains systems to foster a culture of service and teamwork within the Office of the Permanent Secretary;

Required Knowledge, Skills and Competencies

- Knowledge of Project Management principles and techniques
- Ability to use information and communication technology
- Knowledgeable about processes for developing and effecting legislation, regulations and Government policies
- Ability to conduct effective research
- Knowledgeable about policy development
- Excellent oral and written communication skills
- Teamwork and co-operation
- Excellent interpersonal skills
- Adaptability
- Integrity
- Methodical and detail oriented
- Excellent problem-solving and analytical skills
- Goal/Result oriented
- Confidentiality

Minimum Required Qualification and Experience

- Master's Degree in Business Administration, Management Studies, Public Administration, Public Policy, Public Sector Management/Public Administration or related area from a recognized tertiary institution;
- Three (3) years' related experience.

Special Conditions Associated with the Job

- Officer has extended working hours and is expected to be available outside of regular working hours such as late evenings, weekends and public holidays;
- Required to meet critical timelines.

2. Senior Human Resource Officer (Employee Relations) (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer (Employee Relations) is responsible for developing and implementing Employee Relations and Welfare strategies which are designed to motivate staff to meet the Ministry's strategic needs. The incumbent is also responsible for the management of discipline and grievance and is required to foster and promote a harmonious Industrial Relations Climate, by enabling employees to be productive, healthy and safe.

Key Responsibilities

- Contributes to the development and implementation of the Ministry's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Employee Relations Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;
- Manages the daily operations of the EPR Unit to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Unit at meetings/conferences and other fora;
- Provides guidance/advice to the Permanent Secretary (PS), Heads of Agencies and Department, Director, HRMD and other personnel on matters under purview;
- Administers policies and programmes by ensuring consistency, equity of good Human Resources practices;
- Keeps abreast of trends and changes in Employee Relations and Wellbeing and makes recommendations for their adoption where necessary to enhance the Ministry and its Agencies and Departments Human Resource service delivery.
- Provides advice to managers and staff about welfare, grievance, Occupational Health and Safety, Industrial Relations and disciplinary matters;
- Develops, maintains and co-ordinates the implementation of the following policies for the Department:
 - Code of Conduct and Disciplinary Procedures
 - Dress Code
 - Punctuality
 - Health and Safety
- Co-ordinates the establishment of a Disciplinary Committee as required;
- Manages the administration of the disciplinary and grievance processes for the Ministry and reviews and signs letters/correspondences to staff and externally in this regard or as directed by the Director, Human Resource Management and Development;
- Develops and maintains an Employee Relations strategy that will foster and enhance co-operation, unity and fairness within the Ministry;
- Designs and implements systems and procedures as required dealing with employee related issues;
- Co-ordinates the establishment of a Welfare Committee and acts as Chairperson;
- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes and makes recommendations to improve/promote a harmonious working environment;
- Ensures that counseling is provided for staff as required;
- Ensures that mechanisms are developed to manage Occupational Health and Safety issues and other job related injuries that may occur;
- Reviews and prepares Submissions (such as interdiction, consideration to terminate temporary employment) for the Human Resource Executive Committee (HREC) for consideration.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Teamwork and co-operation
- Good analytical thinking and interpersonal skills
- Initiative
- Customer and quality focus skill
- Adaptability
- Integrity
- Methodical
- Problem-solving and decision-making skills

- Good planning and organizing skills
- Goal/Result oriented
- Managing external relationships
- Excellent leadership skills
- Impact and Influence
- Managing Partners

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Industrial Relations, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in the administration of employee relations matters and the planning and delivery of welfare initiatives in an Organization of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Thursday, 21st April, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**