



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 195
OSC Ref. C.6528¹¹

24th May, 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 **Office of the Information Commission (OIC), Ministry of Science, Energy and Technology**:

1. **Human Resource Manager (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Executive Secretary 1 (OPS/SS 4)**, salary range \$1,160,837 - \$1,379,871 per annum and any allowance(s) attached to the post.

1. Human Resource Manager (GMG/SEG 3)

Job Purpose

The incumbent will provide effective Human Resource Management by promoting the development and motivation of the employees through the development and implementation of effective policies supported by internal communication, stimulating cohesion and organizational development.

Key Responsibilities

Management/Administrative:

- Develops and co-ordinates the implementation of Human Resource (HR) Policy, including aspects related to: recruitment and selection, orientation, remuneration, rewards and incentives, training, performance evaluation, career and talent management, mobility and succession;
- Supports the other organic Units in the operationalization of the HR management policy;
- Defines and implements the leadership development model;
- Promotes the use of the human potential of the organization through training and development actions appropriate to the internal and market needs;
- Proposes and operationalizes measures leading to the creation reinforcement of the "OIC culture" and the permanent improvement of the organizational climate;
- Ensures the efficiency of the organizational model, as well as its internal adoption, proposing measures leading to its permanent optimization;
- Systematically performs exercises of optimal design of the HR structure, identifying imbalances and proposing measures to minimize them;
- Prepares an annual HR Plan, including measures to manage any imbalances that may exist;
- Promotes the adoption of a process-based management logic, ensuring the formalization of internal procedures, monitoring compliance, evaluating their performance through quantitative indicators and the use of technological platforms that contribute to their streamlining;
- Defines and implements the internal Communication Plan, including the tools or instruments necessary for its operation;
- Prepares the welcome of new workers and carries out orientation activities;
- Collects and organizes the information required for the preparation of HR decision-making management;
- Supports and collaborates in the implementation of projects with impact in HR management, especially with regard to change management.

Technical/Professional:

- Participates in the review and analysis of the OIC's structure and manpower needs and makes recommendations for adjustment, where necessary;
- Participates in developing, administering and maintaining the performance management programme to ensure effectiveness, compliance and equity within the OIC;

- Administers the promotion, retirement, discipline and leave policies, in collaboration with the Human Resource Management Committee and/or other relevant Departments;
- Oversees and assists with the development and implementation of the recruitment and selection programme, in keeping with established Government guidelines;
- Arranges placement of recruits appointed by the Public Service Commission, in consultation with Directors and other Heads of Division.
- Assists with the negotiations and prepares contracts for staff recruited on a contractual basis and makes arrangements for payment of gratuity and other final emoluments in keeping with the terms of agreement and in keeping with established Government guidelines;
- Ensures strategic staffing arrangements, inclusive of acting, transfers and redeployment of staff;
- Provides advice on employee discipline, grievance and claims involving pay and leave entitlement;
- Provides advice and guidance to Directors and Line Managers and related Departments in handling industrial relations issues;
- Develops and implements strategies to improve supervisory support for, and understanding of policies and approaches to promote acceptable conduct and performance;
- Assists in administering the discipline and grievance procedures, ensuring consistency and fairness promoting a harmonious and productive work environment;
- Assists in administering the staff welfare programme, ensuring effectiveness and equity;
- Oversees the administration of the employees' health and benefit programme;
- Participates in the co-ordination of staff recreational programmes to enhance staff morale;
- Administers the separation policy in keeping with Government Regulations;
- Administers the compensation policy in keeping with established Government guidelines.

Human Resource:

- Participates in the recruitment, selection/induction of new staff for the OIC and its Divisions;
- Establishes employee performance objectives and motivates staff toward optimum performance;
- Promotes the welfare of staff through the preparation of employee performance appraisals, recommendations for appointment, promotion, training and leave;
- Initiates disciplinary proceedings where appropriate;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required development programmes;
- Provides leadership to staff through effective objectives setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training and provide assistance and support as needed.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Impact and Influence
- Integrity
- Compliance
- Excellent interpersonal skills
- Change management

Technical:

- Strategic vision
- Excellent analytical thinking skills
- Excellent problem-solving and decision-making skills
- Initiative
- Excellent planning and organizing skills
- Goal/result oriented
- Excellent leadership skills
- Use of technology – Microsoft Office and other relevant computer applications
- Excellent knowledge of Government's Human Resource Management Systems, Corporate Planning, Labour Laws and Industrial Relations practices, Staff Orders, Public Service Regulations, Access to Information, Procurement Guidelines and other policies that governs HRM and Administration
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy

- Excellent human resource management skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Ability to exercise sound judgement and convictions of purpose in unfavourable situations
- Ability to provide positive leadership
- Possess coaching and mentoring skills
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution
- Ability to manage limited resources in order to achieve challenging output targets

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource, Public Administration, Business Administration or a related field;
- Five (5) years related experience;
- Training in Supervisory Management.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Will spend long hours sitting and using office equipment, computers and attending Sessions.

2. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Under the general direction of the Information Commissioner, the Executive Secretary provides personal and technical support to the functioning of the Information Commissioner, Deputy Commissioner and the OIC as a whole.

Key Responsibilities

Management/Administrative:

- Manages the Office of the Information Commissioner by using initiative to determine the methods to be used to appropriately dispose of matters without bringing them to the attention of the Information Commissioner;
- Attends Management Committee Meetings and other meetings; records, prepares and disseminates Minutes and actions items as directed by the Information Commissioner;
- Liaises with Senior Heads of Section and personnel within the OIC to facilitate administrative support;
- Meets, greets and assists clients and visitors via the telephone and in person;
- Maintains office supplies inventory by checking stock to determine inventory level;
- Anticipates needed supplies, evaluates new office products and places and expedites orders;
- Maintains shared electronic folders containing calendar and contacts in Microsoft Outlook programme to ensure co-ordination;
- Takes dictation and reproduces confidential and other correspondences;
- Manually logs receipt and dispatch of correspondence and notes items for follow up;
- Ensures that all correspondence of a general or routine nature are received by the Information Commissioner in a timely manner;
- Handles routine correspondence on behalf of the Information Commissioner by retrieving and sending correspondence from Intranet and Internet;
- Works closely with staff in the Division to follow up on assignments/tasks;
- Keeps the Information Commissioner up-to-date on the status of Project Assignments, Consultants Contracts and Annual Reports;
- Updates the Information Commissioner on impending deadlines and outstanding matters;
- Drafts letters and memoranda for the Information Commissioner's signature and updates records;
- Performs administrative duties for the Information Commissioner such as faxing, photocopying, mailing and collecting and delivering documents/correspondences;
- Creates and maintains an appropriate filing system for the recording and easy retrieval of information;
- Maintains the Information Commissioner's Diary (both electronically and written) by recording appointments, meetings, visits, etc.;

- Prepares weekly Itinerary of all OIC Division activities and submits to the Information Commissioner;
- Records receipt of all official invites and other special activities that require the Information Commissioner's attendance and prepares summary sheet;
- Recommends changes in administrative policies or procedures to meet new circumstances.

Technical/Professional:

- Conducts research and prepares reports and drafts responses to certain correspondence for vetting by the Information Commissioner;
- Establishes and maintains a Records Management System for safekeeping of secret and confidential reports and documents;
- Provides accurate word processing support by composing and/or editing a variety documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Creates, transcribes and/or formats a variety of documents, presentations and charts through the effective use of the Microsoft Office Suite;
- Prepares Requisition Forms for internal expenditure and submits travel and other reimbursable Claims to the appropriate Unit;
- Assists in the preparation of the Division's Corporate and Operational and Annual Budget by using Microsoft Excel or any other related software;
- Manages the Office details by relieving the Information Commissioner of routine requests and matters; follows established rules and procedures in responding to requests and queries; redirects items and/or visitors to the relevant personnel;
- Interprets instructions and issues arising, then implements actions according to administrative policies and procedures;
- Assists in the review of operational procedures and workflow and suggests improvements;
- Keeps abreast of the progress of activities within the OIC, providing background information, as well as preparing the Information Commissioner for participation in meetings;
- Prepares pre-conference papers and organizes meeting documents for the Information Commissioner;
- Ensures that Information Commissioner receive reports from the direct reports in relation to the Division's operations by due dates and in the correct format;
- Keeps the Information Commissioner abreast of relevant media information/coverage and public opinion as it relates to the OIC;
- Makes travel and accommodation arrangements for the Information Commissioner when necessary.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Ability to work in a team
- Impact and influence
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Good problem-solving and decision-making skills
- Initiative
- Good planning and organizing skills
- Use of technology (relevant computer applications – Microsoft Office Software)
- Sound command of the English Language
- Records maintenance skills
- Ability to record and transcribe Minutes of meetings
- Ability to create, compose and edit written materials
- Ability to maintain calendars and schedule appointments
- Ability to work under pressure and meet deadlines

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 five (5) 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 five (5) 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 five (5) years' general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Monday, 6th June, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building, 1st Floor
36 Trafalgar Road
Kingston 10**

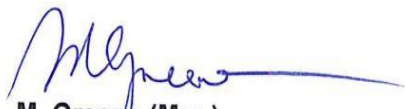
Email: careers@mset.gov.jm

Applications should include the names and positions of two (2) senior persons who can provide character and work-related reference.

Additional details may be viewed on the Ministry's Website: www.mset.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.


**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**