



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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22nd June, 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 **Post and Telecommunications Department**:

1. **Legal Officer (JLG/LO 2) (Vacant)**, salary range \$2,281,604 - \$2,712,111 per annum and any allowance(s) attached to the post.
2. **Quantity Surveyor (SOG/ST 7) (Vacant)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
3. **Deputy Chief of Security (GMG/SEG 2) (Vacant)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
4. **Senior Human Resource Officer (GMG/SEG 1) (Not Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
5. **Assistant Branch Manager 1 (PTO/PMA 4) (2 posts) Savanna-La-Mar (Vacant) and Montego Bay (Vacant)**, salary range \$1,282,984 - \$1,525,077 per annum and any allowance(s) attached to the post.
6. **Assistant Human Resource Officer (OD & PM) (GMG/AM 3) (Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

1. Legal Officer (LJO/LO 2)

Job Purpose

The Legal Officer will carry out a range of legal support and administrative functions of the Unit. This involves assisting in the conduct of legal and factual research to support legal opinions and proceedings and with the preparation of documents necessary to ensure that the Division performs its functions in an efficient, effective and lawful way.

Key Responsibilities

Management and Administrative:

- Collaborates with the Senior Legal Officer in the preparation of Individual Work Plan;
- Assists with the preparation of Performance Reports for the Unit;
- Keeps abreast of international conventions related to the Department's activities and interprets and advises on its implications.

Technical/Professional:

- Prepares legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, responses and other pleadings;
- Researches Statutes, Constitutions, Regulations, Court opinions, including precedents and reasoning and trends using standard print texts and computers; prepares legal memoranda;
- Assists with gathering and analyzing research data, such as statute decisions and legal articles, codes and documents;
- Conducts records search, legal and factual research;
- Prepares written reports and other correspondence;
- Assembles case materials by collecting, organizing and summarizing information, documents, reports and evidence;
- Provides information to facilitate the preparation of legal opinions, Briefs and papers;
- Identifies required legal data and liaises with relevant data sources to facilitate collection;
- Assists the lawyer in the Courtroom;

- Provides supporting documents and affidavits;
- Provides assistance in maintaining all contracts for the Department;
- Organizes and tracks case files; follows up on case files and provides assistance with the completion of files;
- Assists with the preparation of case files;
- Assists with the review and vetting of Lease Agreements and Licenses;
- Prepares correspondence requesting the gazetting of legal notices and instruments;
- Drafts or vets the notices, orders or other legal information to be gazetted;
- Assists in preparing legal documents, including Briefs, Appeals, Contracts and other legal documentation;
- Liaises with the Attorney General's Chambers, Office of the Director of Public Prosecutions and other Legal Departments and stakeholders regarding legal matters/issues;
- Provides statistical data and information to support the Department by utilizing relevant research methods to collect information;
- Maintains calendar by entering and updating requirements, Court Dates and Meetings;
- Designs and maintains Statistical Database(s) to facilitate analysis and planning of legal matters for the Unit;
- Keeps and monitors legal volume(s) to ensure Law Library is up-to-date;
- Creates and maintains Filing Systems for legal and quasi-legal documents;
- Updates job knowledge by participating in continuing educational opportunities; reads legal publications; maintains personal networks;
- Performs any other related duties assigned by Senior Legal Officer.

Required Knowledge, Skills and Competencies

- Sound knowledge of Jamaica's Commercial, Conveyance, Contract, Property and International Laws
- Excellent legal research, investigative and analytical skills
- Good knowledge of legal principles and practices
- Good knowledge of legal terminologies
- Good knowledge of legal communication principles and practices
- Awareness of Government regulations and procedures
- Sound knowledge of Court procedures (Civil and Criminal)
- Knowledge and understanding of contract negotiations and drafting
- Knowledge of Industrial Relations and the Public Service Regulations
- Knowledge of Postal Act, Universal Postal Union Standard, Public Procurement Act, Financial Administration and Audit (FAA) Act and Regulations and other laws and regulations relevant to the Department
- Experience in the use of relevant computer applications
- Ability to think logically
- Sound oral and written communication skills
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision-making skills

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB);
- Certificate in Legal Education;
- Three (3) year's related experience.

2. Quantity Surveyor (SOG/ST 7)

Job Purpose

Under the supervision of the Director, Facilities & Property Management, the **Quantity Surveyor (SOG/ST 7)** is responsible for determining the economic cost for all construction, renovation and repairs for the Department and that all cost (construction, renovation and repair) are controlled within the approved Budget.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans to align to the Branch's Strategic/Operation/Unit Plan objectives;
- Provides technical advice and support to the Postmaster General, Director and Manager;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers property management related presentations as needed.

Technical/Professional:

- Prepares and conducts Cost Study Analysis based on the architectural, engineering (mechanical, electrical, plumbing, civil) drawings, engineering and architectural estimates, materials required and the labour involved;
- Reviews and critically evaluates all that the Discount Cash Flow (DCF) cost estimates submitted to assist in determining the value of investment;
- Evaluates tenders and contract documents submitted by contractors and sub-contractors and where appropriate assists the Department with negotiations;
- Prepares all Quantitative Measurement and Valuations during the contract, for agreement of interim payments, through to Final Payment Certificates for all Department renovation/maintenance projects;
- Vets contractor tenders and contract documents;
- Reviews the quality of all materials at the site and ensures compliance with all project specifications and quality, collaborates with the Department for all material procurement and maintains a quality of materials;
- Maintains effective and open dialogue with the Working Team regarding changes in work, job conditions, contractor/subcontractor relations and any deviation in the direction of the project;
- Prepares Technical Reports and Practical Completion Certificates;
- Prepares preliminary estimates for all building and civil engineering works;
- Reviews the preliminary development Budget to ascertain costing of proposed development;
- Prepares cost analysis for renovation and maintenance of projects;
- Ensures that renovation and maintenance costs are maintain within the approved Budget and expenditure;
- Develops, monitors and maintains cost records for labour and materials, and for overall contract cost of the Department;
- Assists in the co-ordination of designs for building and subdivision plans to manage cost efficiency in standards and specifications;
- Assists the Manager, Facilities/Property in conducting appraisal designs;
- Produces designs using AutoCAD and other similar applications;
- Interprets blueprints, schematic drawings, payouts and other visual aids;
- Performs any other related duties assigned by the Director.

Required Knowledge, Skills and Competencies

- Must have a proven record of working on complex projects in occupied spaces in a quantitative capacity
- Commercially astute, numerate, risk averse and able to accurately forecast costs within the current construction constraints
- Multi-tasking, self-motivated, energetic team player with flexible and adaptable approach to work
- Capable of managing/coordinating multiple quick turnaround projects simultaneously
- Demonstrate proficiency in reading and understanding commercial construction plans and specifications
- Have excellent organization skills, planning of resources and programme scheduling
- IT literate and must be familiar with Microsoft Office (Word, PowerPoint, Excel), Microsoft Project Estimating and quantity take-off, Excel in particular, Autodesk AutoCAD
- Knowledge in construction methods, practices, schedules, logistics and Budgets
- In-depth knowledge of the Master Builders JIIC Agreement and labour rates
- Adept knowledge of the Building Code of Jamaica Institute of Quantity Surveyors
- Knowledge of Project Planning & Management
- Knowledge of Contract Administration process and the established form of contract
- Good knowledge of the budgetary systems and procedures, with the ability to monitor and

control the maintenance budget effectively

- Good knowledge of the Public Procurement planning processes and procedures, with the ability to prepare tender and bidding documents
- Sound Planning and Organizational skills
- Good Interpersonal skills
- Sound problem solving and decision- making skills
- Good oral and written communication skills

Minimum Required Qualification and Experience

- Bachelor Science Degree (Undergraduate Degree) in Quantity Surveying/Cost Engineering or related field;
- Certificate in Construction or Project Management;
- Five (5) years of relevant experience as a Quantity Surveyor, preferably in interior/ ground up, commercial /new and refurbished buildings;
- JIQS (Jamaica Institute of Quantity Surveyors) Certified or equivalent preferred.

Special Conditions Associated with the Job

- Work with equipment and specialized software;
- Fast paced environment;
- High degrees of pressure, on occasions to meet tight deadlines;
- Exposure to dirt, dust, hot and humid conditions on project sites;
- Frequent intra island travel and extended working hours is required;
- May be required to travel internationally to attend conferences, seminars and meetings.

3. Deputy Chief of Security (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Chief of Security (COS) the Deputy Chief of Security is responsible for assisting with the overall objective of the Security Unit, which is to protect the revenue and all other assets associated with the postal system.

The incumbent is also responsible to assist with the corporate/physical security functions of the Department, providing support for the overall corporate security strategy and security architecture development of the Department in the Eastern District (i.e. Central Sorting Office (CSO), Spanish Town, Corporate Area, Port Antonio, and Port Maria).

Key Responsibilities

- Prepares Individual Work Plan in collaboration with Supervisor;
- Liaises with the Police, JDF, Customs, various branches of the State and citizens, Parish Councils, Ministry of Health, Airport, Airlines and other relevant Agencies;
- Liaises with Internal Audit, Human Resource Management, Regional Inspectors and Postmasters on security and safety related matters;
- Conducts Security Training to PTD Staff;
- Promotes the philosophy and practices of Postal Security;
- Assists with deploying security personnel as the situation warrants;
- Keeps abreast with trends and best practices in security systems;
- Issues Mail Bag Seals and Clamps to Postmasters;
- Assists with monitoring and reviewing the performance of contracted security providers.

Technical/Professional:

- Assists in conducting Audits on Postal Security Systems and procedures, and where there are inconsistencies, recommends movement to adjust or resolve if necessary;
- Assists with ensuing compliance of Postal Safety and Security processes and procedures;
- Advises on current technologies for the improvement of Postal Security and Employees' Safety;
- Assists with designing and implementing Safety Systems and logistics for cash in transit;
- Assists with detecting and investigating security breaches, mail theft, fraudulent encashment of local Postal Orders, cheques, vouchers and burglaries;

- Assists with investigating complaints made by the Public in respect to valuables stolen from their mail;
- Assists with the monitoring of the Electronic Security Systems and evaluates them to ensure their effectiveness;
- Assists with the development and maintenance of a Computerized Mail Tracking System and Database;
- Assists with developing security policies and procedures and ensures their implementation and administration;
- Assists with the initiation of the suspension or revocation of authorization of persons in breach of security rules;
- Conducts seminars to provide information on Security Policies and Procedures;
- Maintains records of Security Operations and Breaches;
- Monitors security arrangements and makes recommendations for corrective action as necessary;
- Assists with ensuring the safety and security of records, office buildings and equipment in case of natural disaster;
- Manages and monitors the Disaster Preparedness Programmes in the Eastern District;
- Conducts interviews for investigative purposes;
- Assists with conducting Threat and Risk Assessments on a regular basis and manages results;
- Assists with overseeing the process of embedding and removal of safes, maintenance and repairs of vaults and cutting and repair of specific keys, locking mechanisms;
- Develops and manages intelligence gathering mechanisms;
- Manages the suite of Surveillance Systems for the Eastern District;
- Carries out observation operations to detect irregularities;
- Responds to and addresses security and safety issues made by staff members and submits reports to the COS;
- Assists with the development of a Security Standard Operation Procedures Manuals;
- Carries-out background checks of prospective employees;
- Attends Hearings of security breaches at the departmental level and provides evidence;
- Conducts routine security and safety inspections;
- Collects, collates and safeguards information, data and evidence in all its various forms and disseminates to those authorized on a need to have and know basis;
- Initiates proactively and reactively investigations solely and or co-operatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the Nation's Postal System

Human Resource:

- Participates in the recruitment of staff for the Unit, recommends transfers, promotion and leave;
- Ensures the developmental and welfare needs of direct reports are identified and addressed;
- Monitors and evaluates the performance of direct reports and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Unit's and Department's goals
- Fosters an atmosphere of trust, high ethical and confidentiality standards

Other:

- Attends Court Hearings;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Security Mechanism
- Security Architecture;
- Occupational Safety and Health;
- Universal Postal Union, Security Standards and Post Office Act (1941);
- Postal Industry and its Operations;
- Government/Department Policies and Procedures.
- Incident Handling & Analysis skills
- Project Management skills
- Risk Management skills
- Good interpersonal skills
- Good oral and written communication skills

- Good planning and organizing skills
- Good problem solving and decision making skills

Minimum Required Qualification and Experience

- First Degree in Management Studies, Business Administration or equivalent;
- Training in Security Management and Intelligence Methodology;
- Training in Criminal Justice/Police Science would be an asset;
- Proficiency in Microsoft Office Suite;
- Six (6) years of managerial experience in the Security, Investigation and Loss Prevention Industry.

Special Condition Associated with the Job

- Extensive traveling island wide;
- On Call 24/7;
- High Risk Environment;
- Exposure to criminal activities with local, regional and international reach;
- The ability to use force in the pursuit, and restraint of another person; and protect oneself and others from various threats and danger.

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

Job Purpose

The Senior Human Resource Officer - Benefits is responsible for managing the administration of pensions, leave, loans, allowances and related benefits for the Department.

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 HRM's Unit Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Benefits Section to consistently provide a high level of service to clients;
- 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 Pensions and Benefits Administration and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical:

- Provides advice to staff on all types of available benefits, leave and pension matters;
- Ensures the effective administration of benefits, leave and pension processes;
- Reviews and signs approval/non-approval letters for benefits;
- Reviews computed leave and signs approval/non-approval letters;
- Oversees the development and maintenance of a Travelling Officers' Database to manage the submission of Motor Vehicle Documents;
- Verifies Travelling Claims in keeping with motor vehicle documents for submission to the Finance and Accounts Division for payment;
- Processes requests to use motor vehicle to perform official duties;
- Reviews as well as prepares Submissions (Seniority Allowance, qualification increment, tuition refund, accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, and no-pay leave) to the Human Resource Committee (HRC) Meetings for consideration;
- Participates in orienting new staff on available Government Benefits;
- Co-ordinates in collaboration with stakeholders the processing of Long Service Awards;

- Verifies and ensures the circulation of notices to staff regarding their maximum of Vacation Leave eligibility;
- Verifies Departmental and Vacation Leave Rosters prepared for circulation;
- Ensures the maintenance and monitoring of a Retirement Schedule for the Department so that officers are made aware of their retirement date and the documents they are required to submit to process their retirement;
- Ensures that the necessary steps are taken to have final Vacation Leave Computations and Period of Service Records prepared;
- Reviews and submits final Leave Computations for transfers, resignation and retirement to the Internal Audit Unit and the MOFPS for verification respectively;
- Reviews as well as prepares retirement (normal age) submissions to the Human Resource Executive Committee (HREC) for consideration;
- Reviews as well as prepares retirement (early retirement, medical grounds, public interest, and abolition of post) submissions to the Office of the Services Commissions (OSC) for consideration;
- Ensures the processing of pensions and other related benefits through the maintenance of the Public Employee's Pension Administration System (PEPAS).

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Good Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Good Knowledge of Current trends in human resource management techniques and practices.
- Good knowledge of Pensions (Public Service) Act, 2017.
- Good knowledge of Government Employees' (Compassionate Gratuities) Resolution, 1947.
- Good knowledge of Government benefits and pension administration processes.
- Good oral and written communication skills
- Good planning and organizational skills
- Good Leadership and change management
- Good Interpersonal skills

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; **plus**
- A minimum of three (3) years' experience in human resource management, preferably in the public sector, in an organization of similar size and complexity.

5. Assistant Branch Manager 1 (PTO/PMA 4)

Job Purpose

The Assistant Branch Manager 1 (PTO/PMA 4) provides managerial assistance in the Post Office's operations. The incumbent undertakes the custody and accounting for cash and stock of

postage stamps and other items of value. Also is responsible for managing customer queries and conducting investigations where necessary.

Key Responsibilities

Management and Administrative:

- Participates in development of the Corporate, Operational and Unit and Plans and accompanying capital and recurrent Budget for the Division;
- Develops the Post Office Operational and Unit Plans and Budget in collaboration with the Regional Manager;
- Prepares Individual Work Plan in collaboration with Supervisor;
- Organizes and manages the duties of the Retail/Customer Service Officers;
- Oversees the Postal Branch(Post Office) in the absence of the Branch Manager;
- Advises and makes recommendations to the Branch Manager on the development of the Post Office;
- Assists with directing and co-ordinating the Post Office activities;
- Assists with the development of the Post Office Operational Plan;
- Collaborates with direct reports in developing Individual Work Plans;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Attends Departmental meetings and reports on Post Office activities and provide feedback to Staff;
- Represents the Department at fora, conferences, meetings and seminars, disseminate information/knowledge gained to Staff and implements change where necessary.

Technical/Professional:

- Supplies Postage Stamps, Postal Orders and NIS stamps to members of staff and customers;
- Conducts routine checks of Retail Customer Service Officer's cash and stock;
- Prepares all incoming Registered Mail for Branch Manager and records receipts in Value book and ensures daily balancing of Registered Letters;
- Prepares lodgments for the various Commercial Services Officers daily;
- Countersigns lodgments and remittances made by the Branch Manager 1;
- Makes monthly requisition for stationery and ensures that there is an adequate supply;
- Supervises Counter Duties and ensures that at all times the Counter is adequately staffed;
- Conducts dual custody checks and balances Bill Express cash received from Retail Customer Service Officer's and processes same for lodgment daily;
- Collects revenue daily and submits to Branch Manager 1;
- Prepares Monthly Parcels Statement;
- Assists Branch Manager in checking Imprest and all other valuables received from Headquarters;
- Sets Franking Machine;
- Records receipt of all valuables in the Value Book;
- Processes and redirects mis-sent and unclaimed registered and ordinary postal articles;
- Assists with the management of the distribution of PATH cheques to members of the public;
- Supervises the dispatch of the Mail Van;
- Conducts periodical checks on Private Letter Boxes and relevant books;
- Provides general postal information to customers and manages customer complaints;
- Replies to official queries;
- Provides excellent customer service;
- Processes Express Mail Services (EMS) and Local Priority Mail Services.

Human Resources Management:

- Assists with ensuring that the developmental and welfare needs of the staff are identified and addressed;
- Reviews, monitors and evaluates the performance of staff and recommends corrective actions where necessary;

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Assists with establishing and maintaining a system that fosters a culture of team work, employee empowerment and commitment to the Post Office and Department's goals;
- Assists with fostering an atmosphere of trust, high ethical and confidentiality standards;
- Assists with administering, in conjunction with the Human Resource Management Unit, the discipline of staff;
- Ensures that direct reports are informed of organizational policies, procedures and standards;
- Maintains the Attendance Register and prepares schedule of attendance monthly.
- Performs any other related duties assigned by Supervisor

Required Knowledge, Skills and Competencies

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of Post Industry and its Operations
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the FAA Act
- Knowledge of the Staff Orders and the Public Service Regulations
- Sound knowledge of accounting principles and practices
- Sound knowledge of Records Management
- Excellent oral and written communications skills
- Customer Service and interpersonal skills
- Leadership Skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field from an accredited tertiary institution; **plus**
- A minimum of three (3) years' related experience at a supervisory level;
- Certificate in Customer Service (1 year course) would be an asset;
- Certificate in Supervisory Management (1 year course) would be an asset

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- High Risk Environment
- Is the custodian for all financial values within the Post Office

6. Assistant Human Resource Officer (OD & PM) (GMG/AM 3)

Job Purpose

The Assistant Human Resource Officer, Organizational Development and Performance Management (OD & PM) is responsible for providing administrative support in respect of all organizational development and performance management matters.

Key Responsibilities

Management/Administrative

- Assists with the preparation of the OD & PM Unit's Plan and Budget;
- Prepares Individual Work Plan;
- Prepares status and other reports as requested;
- Represents the Department at meetings/conferences and other fora as requested;

Technical

- Participates in the conduct (use of surveys, focus groups and other relevant methodologies) of organizational needs assessments to determine organizational readiness for change;
- Assists with co-ordinating activities concerning collaborating with management to develop and employ change Management Strategies;

- Assists with co-ordinating activities geared towards creating Leadership and Staff Development Strategies and Programmes and a culture of continuous learning aligned with the organization's strategic direction;
- Assists with co-ordinating activities related to the development and maintenance of Human Resource Systems (policies and standard operating procedures);
- Schedules and participates in the conduct of job analysis by using interviews, questionnaires, observations and research;
- Schedules and participates in the conduct of Desk Audits to validate job responsibilities and duties;
- Participates in the development and maintenance of Organization Charts for the Department, its Divisions, Branches and Units;
- Participates in the development and maintains assigned Job Descriptions and Terms of References.
- Participates in the conduct of Post Audits of the Civil Service Establishment Act in keeping with changes in the machinery of Government;
- Participates in managing performance management and appraisal for staff in the Department;
- Develops and maintains Performance Evaluation Report (PER) Database;
- Assists with co-ordinating the implementation and administration of the PMAS/EPMS within the Department:-
 - ✓ Participates in the development and maintenance of the Department's Competency Framework
 - ✓ Maintains Job Descriptions as assigned in keeping with the Department's Competency Framework
 - ✓ Assists with co-ordinating the development and maintenance of a Rewards and Recognition Policy for the Department
 - ✓ Assists with coordinating the development and maintenance of Standard Operating Procedures
 - ✓ Checks staff eligibility for performance increments/awards and notifies the relevant HR Officers for processing and submission of related information to the Finance and Accounts Division
 - ✓ Maintains PMAS Database to monitor the processing of increments and submission of Performance Appraisals, Work Plans and other relevant documents.
 - ✓ Prepares PMAS Reports for submission to the relevant stakeholders
 - ✓ Maintains PMAS records
 - ✓ Schedules OD/PMAS Sessions
 - ✓ Prepares and issues OD/PMAS notifications
 - ✓ Disseminates all OD/PMAS information (newsletters, manuals, handbooks, templates, policies, and procedures) to managers, supervisors and other staff.

Required Knowledge, Skills and Competencies

- 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.
- Research and data analysis techniques.
- Knowledge of job analysis, writing Job Descriptions and Work Plans.
- Good oral and written communication skills;
- Good planning and organizational skills; and
- Ability to work with others in the pursuit of team goals.

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- Two (2) years' experience in Human Resource Management preferably in the public sector, in an organisation of similar size and complexity;
- One (1) year experience working with PMAS;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

Applications accompanied by résumés should be submitted **no later than Tuesday, 5th July, 2022 to:**

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

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 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

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