



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 317** **OSC Ref. C. 6528<sup>11</sup>**

**25<sup>th</sup> July, 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 **Human Resources Branch, Office of the Information Commissioner**:

1. **Human Resource Manager (GMG/SEG 3)**, salary range \$2,255,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Human Resource Assistant (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 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 Resources 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 Resources (HR) policy, including aspects related to: recruitment and selection, orientation, remuneration, rewards and incentives, training, performance evaluation, careers 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;
- 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 carry 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;

- Collaborates with the Human Resource Management Committee and/or other relevant Departments in administering the Promotion, Retirement, Discipline and Leave policies;
- Establishes Government guidelines, oversees and assists with the development and implementation of the Recruitment and Selection Programme;
- Consults with Directors and other Heads of Division in arranging placement of recruits appointed by the Public Service Commission;
- Establishes Government guidelines, 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;
- Arranges strategic staffing 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 motivate 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 provides assistance and support as needed.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Impact and Influence
- Integrity
- Compliance
- Good interpersonal skills
- Change management

***Functional:***

- Strategic vision
- Analytical thinking
- Problem-solving and decision-making
- Initiative
- Good planning and organizing skills
- Goal/result oriented
- Leadership
- Use of technology – Microsoft Office and other relevant computer applications
- Excellent knowledge of Government 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 analyse 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 Resources, Public Administration, Business Administration, or a related field;
- Five (5) years relevant experience;
- Training in Supervisory Management.

#### **Special Conditions Associated with the Job**

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

## **2. Human Resource Assistant (GMG/SEG 1)**

### **Job Purpose**

To provide support to the Human Resources Department and to the employees of the OIC and to perform accurate and timely data entry into the IT Support System.

### **Key Responsibilities**

- Provides technical support to the various integrated Human Resources Management systems to support the achievement of the objectives and activities to be carried out at the OIC;
- Has responsible for benefits, on boarding, and employee relations;
- Validates and ensures complete information is obtained before entering data into the IT System;
- Assists employees with questions regarding benefits, HR processes and locating necessary information;
- Supports Managers in the Performance Appraisal process;
- Collaborates in the formulation of proposals for policies and plans for the development of Human Resources and ensures the carrying out of studies on the impact of strategic decisions of the OIC and organizational changes on Human Resources;
- Intervenes technically in the process of recruiting and selecting employees, coordinating the work of any external consultant involved in this activity;
- Provides overall support to the HR Branch for special projects, maintenance of data and files and other clerical duties;
- Monitors the ordering and use of supplies within the HR Branch to ensure effective use of resources;
- Prepares the Training Needs diagnosis, the Training Budget, the Annual Training Plan and the Impact Assessment of the training, co-ordinating the work of trainers and external entities involved in the implementation of the training;
- Ensures the entire logistical process necessary for the participation of workers in training or other events/meetings, as well as the registration of participation in training actions;
- Intervenes in the management of careers, talents, mobility and the Execution of Succession Plans, participating in the performance of Job Descriptions and evaluations;
- Collaborates in issuing opinions on proposals for promotion, progression, reclassification and transfer of personnel;
- Intervenes in the technical management of remunerations, in connection with career plans, Job Evaluation and Performance Evaluation and improvement regarding performance variable remuneration.

### **Other:**

- Keeps abreast of trends and changes in Human Resource procedures and policies;

- Participates in decision making for delegated functions;
- Issues Movement Orders;
- Undertakes other duties and responsibilities as may be determined from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

#### ***Functional:***

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making
- Impact and Influence
- Initiative
- Good planning and organizing skills
- Leadership
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of Government Administration Systems, Labour Laws and Industrial Relations practices Staff Orders, Public Service Regulations, and other policies of Government that governs HRM and Administration
- Excellent knowledge of Human Resource Management techniques and practices.
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time
- Ability to manage limited resources in order to achieve challenging output targets

### **Minimum Required Qualification and Experience**

- Bachelor's degree in Human Resources, Public Administration, Business Administration, or a related field;
- Three (3) years relevant experience.

### **Special Conditions Associated with the Job**

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions.

Applications accompanied by résumés should be submitted **no later than Friday, 5<sup>th</sup> August, 2022 to:**

**Information Commissioner  
Office of the Information Commissioner  
PCJ Building  
36 Trafalgar Road,  
Kingston 10**

**Email: [careers@mset.gov.jm](mailto:careers@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.**



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