



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 313**

### **OSC Ref. C. 5526**

20<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 **vacant** post of **Human Resource and Administration Manager (GMG/SEG 1)**, in the **Department of Government Chemist**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direction of the Government Chemist, the Manager, Human Resource Management and Administration will take leadership in all aspect of Strategic Direction and policy relating to the provision of Human Resource Services and Office Services by developing and implementing policies and procedures that support the Department's Strategic Objective.

### **Key Responsibilities**

#### ***Professional/Technical:***

- Provides leadership and direction towards the delivery of portfolio responsibilities;
- Provides professional advice and interpretation of policies related to the portfolio (HR and Office Services);
- Develops and implements policies and programmes that are responsive to the needs of the Department in compliance with regulations/established practices;
- Disseminates information to staff regarding changes in policies, procedures and other matters to ensure compliance.

#### ***Human Resource Management and Development:***

- Co-ordinates the development and implementation of a Human Resource Strategies to support recruitment, retention, welfare, training, development and performance management of employees;
- Develops and implements Benefit and Staff Welfare Programmes;
- Ensures that appropriate Communication and Knowledge Management Systems are in place to facilitate the dissemination of information to staff;
- Promotes/enhances a harmonious Industrial and Labour Relations Climate;
- Conducts disciplinary procedures.

#### ***Office Services/Inventory Management:***

- Ensures that goods and services are procured in a timely manner to safeguard against shortage;
- Oversees the procurement of and ensures the functionality of office equipment, machinery, furniture;
- Oversees all assets and facility related matters for the Department to ensure accurate fixed asset registry management and control;
- Conducts reviews of the Inventory System to ensure effective usage, control and monitoring of inventory items which include office supplies, furniture and equipment;
- Ensures that adequate furniture, fittings, office supplies are procured and disseminated;
- Oversees the procurement of technical equipment and supplies in collaboration with the Technical Officers.

#### ***Human Resource and Administrative:***

- Develops and manages the performance of direct reports by motivating, setting performance target, monitoring performance and providing feedback;
- Provides guidance to supervisees through coaching, mentoring, training and providing assistance as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Fosters a cohesive and collegial work environment;
- Attends meeting and conferences on behalf the Government Chemist;

- Performs other related duties as assigned.

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

#### ***Technical:***

- Expert knowledge of GOJ Human Resource Management practice and procedures
- Understanding the Staff Orders and Public Service Regulations
- Understanding of GOJ Procurement Guidelines
- Appreciation of the FAA Act and attendant Regulations

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

- Excellent oral and written communication skill
- Confidentiality
- Integrity
- Good time management skills
- Good planning and organizing skills
- Adequate multitasking skills
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### **Minimum Required Qualification and Experience**

- A Bachelor of Science Degree in Business Administration, Human Resource Management, or equivalent, plus training in supervisory management, with a minimum of three (3) years' working experience.

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

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> August, 2022 to:**

**Government Chemist  
Department of Government Chemist  
Hope Complex  
Hope Gardens  
Kingston 6**

Email: [government.chemist@moh.gov.jm](mailto:government.chemist@moh.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**