



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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19th August, 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 **Ministry of Science, Energy and Technology**:

1. **Director, Human Resource Management (GMG/SEG 3), Human Resource Management and Development Branch**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Collection/Disbursement Officer (FMG/AT 1), Finance and Accounts Division**, salary range \$829,622 - \$986,160 per annum and any allowance(s) attached to the post.
3. **Secretary (OPS/SS 2), Energy Division**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.

1. **Director, Human Resource Management (GMG/SEG 3)**

Job Purpose

Under the general supervision of the Director, Human Resource Management and Development the incumbent provides comprehensive Human Resource and Employee Relations advisory service as may be required to Managers and Heads of Agencies and Departments in order to assist in the achievement of goals and objectives and continual improvement in the quality of its management processes and service to customers both internally and externally. The incumbent is also responsible for the administration of staffing and benefits policies and programmes and maintenance of records for employees and assumes responsibility for the supervision of Typing Pool.

Key Responsibilities

Management/Administrative:

- Plans, directs, organizes and controls Human Resource Management functions;
- Participates in the development of a set of objectives and standards to guide the operations of the Human Resource Division;
- Develops Work Plans and schedules for staff;
- Ensures that the Human Resource functions are practiced in accordance with Human Resource Policies and other relevant regulations;
- Prepares operational reports and special reports as requested;
- Ensures complete and up-to-date files and personnel records;
- Networks with other Human Resource Practitioners in the Private and Public Sector to achieve quick results in Human Resource practices;
- Participates in the development and implementation of the Division's Operational Plan and Budget;
- Prepares and monitors Work Plans and Programmes ensuring employees are effectively utilized and productivity optimized;
- Addresses technical and administrative problems arising out of the work of the Division;
- Keeps abreast of trends and changes in global Human Resource Management and recommends their implementation/adoption where necessary; to improve the quality of Human Resource services in the Ministry;
- Establishes and maintains effective relationships with management to gain confidence and cooperation in the delivery of Human Resource services;
- Prepares and submits activity/performance and other reports as requested;
- Represents the Ministry at meetings/conferences and other fora as requested;
- Provides guidance/advice to the Director, HRMD and Permanent Secretary on Human Resource Management matters;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division and the Ministry.

Technical

Human Resource Policies and Procedures:

- Interprets and implements Human Resource Management policies and programmes set out by the Government's Human Resource Agencies/Units;
- Provides leadership in the development of an Employee Handbook which outlines the rules, regulations, and related Human Resource Management policies of the Ministry;
- Administers policies and programmes ensuring consistency, equity and the maintenance of good Human Resources practices;
- Implements systems to effectively communicate policies and procedures to staff and ensures they are clearly understood;
- Ensures that the employee census and any other existing Human Resource Management Information System are efficiently managed with the capacity to produce data that assists with making critical Human Resources decisions.

Manpower Planning and Development:

- Participates in the review and analysis of the Ministry'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 Ministry;
- In collaboration with the Human Resource Management Committee and/or other relevant Agencies administers the promotion, retirement, discipline and leave policies.

Recruitment and Selection:

- 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 Divisions;
- 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 in keeping with established Government guidelines;
- Strategic staffing arrangements inclusive of acting, transfer and redeployment of staff.

Employees' Relations:

- Provides advice on employee discipline, grievance and claims involving pay and leave entitlement;
- Provides advice and guidance to Directors and Line Managers and related Agencies and 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;

Employee Welfare, Benefits and Compensation:

- Assists in administering the staff welfare programme ensuring effectiveness and equity;
- Oversees the administration of the employees' health and benefits 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 Ministry 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 provide assistance and support as needed;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Divisions and the Ministries.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Team work and co-operation
- Impact and Influence
- Integrity
- Compliance
- Interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem solving and decision making skills
- Ability to work on own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good 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.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration or related discipline;
- Five (5) years' experience in Human Resource Management/Personnel Management in a senior position, working in an organization of similar size and complexity.

Special Conditions Associated with the Job

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

2. Collection/Disbursement Officer (FMG/AT 1)

Job Purpose

Under the direction of the Manager, Payment Unit, the incumbent is responsible for the collection, recording and lodgement of public monies received in the Ministry, despatching of cheques drawn on the external funded agency project and the Ministry's Bank Accounts and the maintenance of Petty Cash Imprest.

Key Responsibilities

- Collects funds from walk in customers and from Registered Mail; receives in the value book and issues official receipts and makes lodgements to the relevant bank accounts;
- Prepares and issues receipts for cash and cheques collected ensuring that the amounts received are correct and the receipt is properly drawn;
- Prepares lodgment for all public monies received and makes lodgement received to the relevant Bank Accounts daily;
- Posts receipts and balances Receipts Cash Book on a daily basis;
- Receives cheques drawn of external funded and Ministry's Bank Accounts, prepares records of cheques issued from FINMAN and other accounting system and dispatches cheques to payees upon the presentation of valid identification;
- Maintains custody of cheques and valuables;
- Issues cheques to payees upon proper identification;
- Liaises with internal and external customers on a daily basis by telephone to timeliness in the collection of cheques payable;

- Prepares Petty Cash Claim Vouchers and enters vouchers with appropriate numbers and amounts in Petty Cash Book; balance and ensures corrected balances are reported;
- Maintains Petty Cash Imprest, making cash disbursement upon appropriate authorization and obtains Petty Cash reimbursements when necessary;
- Posts receipts/lodgements to the accrual Accounting System (FINMAN) and other accounting software on a daily basis;
- Purchases foreign exchange and processing credit card payments at the Bank.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Customer and quality focus
- Team work and cooperation
- Integrity
- Compliance
- Interpersonal skills
- Change management

Functional

- Ability to work on own Initiative
- Analytical thinking
- Good problem solving and decision making skills
- Good planning and organizing skills
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

Minimum Required Qualification and Experience

- AAT level 1; or
- ACCA-CAT Level 1; or
- Certificate in Public Administration or Management Studies; or
- Diploma in Business Administration; or
- Certificate in Accounting from a recognized University; or
- Government Accounting 1 Modules 1 – 5; or
- Completion of first year in B.Sc. in Accounting or Management Studies from a recognized tertiary institution; or
- Completion of first year of A.Sc. in Accounting MIND.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours.

3. Secretary (OPS/SS 2)

Job Purpose

Under the general direction of the Director, Regulatory Affairs the incumbent is responsible for providing secretarial support by performing assigned duties promptly and efficiently.

Key Responsibilities

Administrative:

- Maintains shared electronic folders containing calendar and contacts in the Microsoft Outlook Programme to ensure co-ordination;
- Works closely with staff in the Division to follow up on correspondence. Drafts and finalizes some letters and memoranda;
- Drafts and finalizes some letters and memoranda;
- Screens telephone calls and visitors;
- Handles routine correspondence on behalf of the Director, Regulatory Affairs by retrieving and sending correspondence from Intranet and Internet or otherwise;
- Maintains the work diary (both electronically and written) recording appointments, meetings visit etc. on a day-to-day basis and confirms, cancels and reschedules appointments for Director;
- Performs any other related duties delegated by the Director, Regulatory Affairs.

Technical:

- Ensures that all correspondence of a general or routine nature received are properly actioned;
- Addresses some problems relating to the routine operations of the Office by interfacing with the appropriate MSET staff and other Government entities as well as the Private Sector;
- Organizes meetings for the Director, Regulatory Affairs;
- Takes notes at meeting and produces Minutes;
- Validates and processes applications for licence and registration in relations to the various key petroleum stakeholders (Bulk Distributor's, Importers, Producers and Blenders; Tanker Driver's and Haulage Contractors, Retailer);
- Researches and updates the Petroleum Registry (manually and electronically) with the information that is mandated by the Petroleum (Quality Control) Act;
- Updates filing and records keeping system within Unit;
- Preparing Trade Board no objection letter for Director's signature;
- Assists external and internal clients with obtaining various queries and information request;
- Provides appropriate response and guidance to address enquiries;
- Works along with Director of Regulatory Affairs to ensure that correspondence for action are addressed and completed;
- Effectively schedule meetings and preparation for such meetings to minimize conflicts;
- Follows up on matters relating to the smooth administration of the Director of Regulatory Affairs;
- Performs other secretarial and administrative tasks as assigned.

Required Knowledge, Skills and Competencies**Core**

- Good oral and written communication skills
- Customer and quality focus
- Team work and cooperation
- Ability to work on own initiative
- Integrity
- Compliance
- Interpersonal skills
- Use of technology (relevant computer applications)

Functional

- Good problem solving and decision making
- Good planning and organizing
- Use of technology (relevant computer applications – Microsoft Office Software)
- Knowledge of Public Service Regulations and Staff Orders for the Public Service

Minimum Required Qualification and Experience

- CXC or GCE O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

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 Thursday, 1st September, 2022 to:**

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

Kingston 10

Email: 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.



M. Greene (Mrs.)
for Chief Personnel Officer