



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 360
OSC Ref. C. 6222¹⁰

26th 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 **Post and Telecommunications Department**:

1. **Eastern Regional Co-ordinator (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Senior Human Resource Officer (Recruitment and Contract Administration) (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post

1. **Eastern Regional Co-ordinator (GMG/SEG 3)**

Job Purpose

Under the direct supervision of the Director, Regional Divisions, the **Eastern Regional Co-ordinator (GMG/SEG 3)** provides technical, administrative and management support to the Business and Regional Divisions with specific responsibility for the supervision of the Western/Eastern Regional Managers.

Key Responsibilities

Management and Administrative:

- Directs and co-ordinates the activities of the Eastern Regions by convening meetings with Regional Managers and Branch Managers to ensure effective and efficient management of Post Offices;
- Visits Post Offices in Regions assigned to provide managerial and technical support to streamline activities;
- Performs Human Resource Administrative functions such as preparing and documenting leave, processing transfers/assignments, promotion etc.;
- Attends Departmental Meetings and reports on Eastern Region activities and provides feedback to Regional Managers;
- Examines and approves Travel Itineraries and certifies Travel Claims for officers under supervision.

Technical:

- Provides leadership and direction within the Regions to ensure organizational standards and policies are maintained and followed;
- Guides the development and implementation of the regional programme and monitors its progress; providing timely feedback to Senior Managers;
- Conducts Strategic and Regional Assessments to review regional developments and implementation of system of controls in all areas of the business and ensures alignment and achievement of objectives;
- Monitors the customer service delivery at Post Offices to ensure compliance with local and international standards to determine the quality of the services being offered;
- Participates in on-going quality assurance audits to ensure efficient and effective delivery of services;
- Conducts surprise and routine inspections of all postal operations in the Regions to ensure compliance with financial and postal regulations;
- Formulates and recommends changes to operations, reports and reporting infrastructure to enhance capabilities and efficiency;
- Reviews Audit Reports submitted by Regional Managers and provides feedback, guidance, support and recommendations;

- Receives, processes, investigates and responds to correspondence on postal activities falling under purview;
- Reviews and confirms business transaction data on Post Offices; analyzes and makes recommendations;
- Executes training and development activities on operational areas pertaining to postal standards;
- Assists in identifying business opportunities and makes recommendations in relation to business trends;
- Monitors Postal Districts to streamline the span of delivery services.

Human Resource Management:

- Participates in the recruitment, transfer, promotion and leave of staff;
- Assesses training needs and collaborates with the Training Section in conducting training exercises;
- Monitors and evaluates the performance of staff and recommends corrective action where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication maintains a system that fosters a culture of team work, employee empowerment and commitment to the Department's goals;
- Fosters an atmosphere of trust, high ethical standards and confidentiality;
- Engages in local Succession Planning with a view to support human resource strategic objectives.

Required Knowledge, Skills and Competencies

- Knowledge of the Universal Postal Union (UPU) Standards
- Knowledge of the Post Office Act (1941)
- Knowledge of the Finance Administration and Audit Act (FAAA)
- Knowledge of the Postal Industry and its operations
- Knowledge of the Government/Department's policies and procedures
- Knowledge of the Staff Orders
- Knowledge of the Public Service Regulations
- Knowledge of the Budget Preparation
- Knowledge of the Occupational Health and Safety
- Integrity
- Customer and quality focus
- Excellent oral and written communication skills
- Interpersonal skills
- Ability to work on own Initiative
- Problem solving and decision-making skills
- Adaptability
- Teamwork and cooperation
- Goal/result oriented

Minimum Required Qualification and Experience

- First Degree in Public Administration/Management Studies, Business Administration or equivalent;
- Training in Project Management and Risk Management would be an asset;
- A minimum of five (5) years' work experience, three (3) of which should be at the management level.

Special Conditions Associated with the Job

- Extensive traveling island-wide.
- High Risk Environment

2. Senior Human Resource Officer (Recruitment and Contract Administration) (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer, Recruitment and Contract Administration is responsible for the management and administration of recruitment and selection and contract administration activities for the Department's Postal Agents, Courtesy Officers and other staff engaged contracts. The incumbent will also execute contract administration activities for the Postal Corporation of Jamaica.

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 Human Resource Management's Section Plan;
- Prepares Individual Work Plan;
- 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 strategic staffing and makes recommendations for their adoption, where necessary, to enhance the Department's Human Resource service delivery.

Technical/Professional:

- Participates in the development and implementation of the Department's Recruitment and Selection Programme;
- Participates in the Department's Orientation Programme;
- Advises Postal Agents, Courtesy Officers and other Contract Staff on Human Resource policies and procedures;
- Computes and processes all types of leave; prepares leave records and approval/non-approval letters for Postal Agents, Courtesy Officers and other Contract Staff;
- Ensures that the leave records for the Postal Agents, Courtesy Officers and other Contract Staff are kept up-to-date and are easily retrievable;
- Checks and responds to Postal Agents, Courtesy Officers and other Contract Staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to Postal Agents, Courtesy Officers and other Contract Staff regarding their maximum of Vacation Leave eligibility.
- Prepares final leave computations in respect of Postal Agents, Courtesy Officers and Contract Staff for resignation for submission to the relevant stakeholders for verification and payment as required.
- Co-ordinates and participates in the recruitment and selection of Postal Agents, Courtesy Officers and other Contract Staff in collaboration with Regional Managers by:-
 - ✓ Developing and maintaining of a Recruitment and Selection Schedule for each category.
 - ✓ Preparing and referring advertisements to the Director, Human Resource Management and Development (HRMD) for review and circulates approved document to the Office of the Services Commissions (OSC) or other medium for appropriate action.
 - ✓ Preparing letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates.
 - ✓ Verifying the authenticity of employments documents submitted by candidates.
 - ✓ Ensuring the co-ordination of activities for assessment centres such as ensuring logistics arrangements (meeting room, refreshment, online platforms, etc.) and participants are properly notified.
 - ✓ Ensuring the preparation of interview assessment sheets and packages for panel members.
 - ✓ Serving as interview panellists.
 - ✓ Liaising with candidates and informing them of date and time of interviews as well as providing them with the relevant information to facilitate easy access to the interview.
 - ✓ Tallying results from interviews and assessment centres and submitting final report to the Director, HRMD for review and directives on next steps.
- Requests Referee Reports and follows-up with requests;
- Submits requests to Jamaica Constabulary Force for vetting/background checks to be conducted on prospective employees;
- Prepares submissions for the employment of successful candidates to the Human Resource Executive Committee (HREC) for consideration;
- Prepares correspondence to seek approval for contractual engagements from the Ministry of Finance and the Public Service;
- Prepares employment contracts for submission to the Legal Officer for review and finalization;
- Ensures that employment contracts are properly signed and witnessed;
- Processes requests for gratuity payments;
- Co-ordinates and conducts Exit Interviews;
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Assists with the recruitment and selection of other categories of staff within the Department.

Required Knowledge, Skills and Competencies

- Knowledge of 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.
- Knowledge of Government of Jamaica recruitment and selection practices
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Ability to work with others in the pursuit of team goals

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.

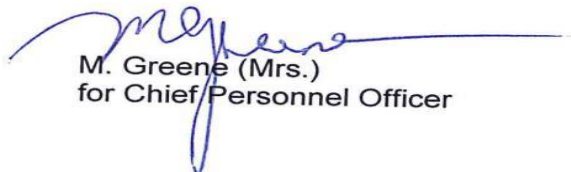
Applications accompanied by résumés should be submitted **no later than Thursday, 8th September, 2022 to:**

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

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.


M. Greene (Mrs.)
for Chief Personnel Officer