

Office of the Services Commissions

(Central Government)
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CIRCULAR No. 340 **OSC Ref. C. 6222⁹**

12th 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/be assigned to the following posts in the **Post and Telecommunications Department**:

1. **Human Resource Officer - Staffing (GMG/AM 4) - (Vacant)**, salary range \$1,467,234 – \$1,744,080 per annum and any allowance(s) attached to the post.
2. **Assistant Human Resource Officer - Staffing (GMG/AM 3) - (Not Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

1. Human Resource Officer - Staffing (GMG/AM 4)

Job Purpose

The Human Resource Officer (Staffing) (GMG/AM 4) is responsible for providing support in the recruitment and selection of staff and other staffing arrangements for the Department.

Key Responsibilities

Administrative/Managerial:

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other forum as directed;
- Prepares status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Provides general advice to Staff on the recruitment and selection process;
- Participates in identifying the needs for staff and makes appropriate submissions to the Senior Human Resource Officer (Staffing) and the Director, Human Resource Management;
- Prepares requests for the operation of posts;
- Participates in the recruitment and selection process by:-
 - ✓ Shortlisting candidates
 - ✓ Co-ordinating activities for assessment centres; ensuring that schedule of activities are prepared and participants are properly notified and provided with the necessary information
 - ✓ Co-ordinating logistic arrangements (meeting room and refreshments) for interviews and assessment centres;
 - ✓ Preparing Interview Assessment Sheets and packages for panel members
 - ✓ Reminding candidates and panelists of date of assessment centre and interview
 - ✓ Participating on interview panels
 - ✓ Tallying results from interviews and assessment centres and preparing reports for further action
 - ✓ Preparing correspondence to shortlisted applicants and "Offer Letters" to successful candidates
- Prepares Submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation to the Human Resource Executive Committee (HREC) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Human Resource Executive Committee;
- Monitors temporary employments and acting assignments approved by the HREC and requests recommendations (inclusive of Performance Evaluation Reports) for appointments/promotions;

- Monitors permanent appointments approved by the HREC and requests Probationary Reports for confirmation of appointments;
- Arranges for Staff to do medical examinations for confirmation of permanent appointment;
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Assists with co-ordinating the placement of individuals for summer employment and other internship programmes;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit (FAA) Act financial instructions and other GoJ policies that guides the delivery of HRMD services
- The Government of Jamaica's recruitment and selection practices
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide.

2. Assistant Human Resource Officer - Staffing (GMG/AM 3)

Job Purpose

The Assistant Human Resource Officer (Staffing) (GMG/AM 3) is responsible for providing support in the administration of staffing arrangements in the Department.

Key Responsibilities

Administrative/Managerial:

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other forum as directed;
- Prepares status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Develops and maintains database of job applicants for ease of filling positions in a limited timeframe;
- Prepares responses/letters to job applications and referrals received from the Office of the Services Commissions;
- Maintains Recruitment and Selection Schedule for the Department;
- Assists with shortlisting candidates;
- Participates on interview panels;
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation) to the Director, Human Resource Management and Development (HRMD) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Director, HRMD for consideration;
- Monitors temporary employments and acting assignments approved by the Director, HRMD and requests recommendations (inclusive of Performance Evaluation Reports) for permanent appointments/promotions as required;

- Monitors permanent appointments approved by the Director, HRMD and requests Probationary Reports for confirmation of appointment;
- Arranges for Staff to do medical examinations for confirmation of permanent appointment;
- Prepares Staff Bulletin to communicate to staff and welcome new employees to the Department;
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Collaborates with the HRMD Branch's Registry to ensure that recruitment records are kept up-to-date and are easily retrievable;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- 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
- Government of Jamaica recruitment and selection practices
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an Organisation of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Maybe required to travel island wide.

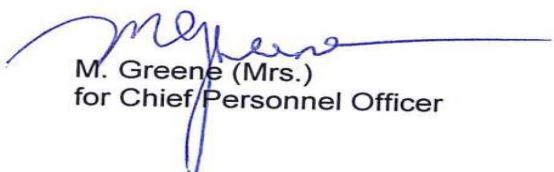
Applications accompanied by résumés should be submitted **no later than Thursday, 25th August, 2022 to:**

**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