



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 401 **OSC Ref. C. 4840³⁰**

19th September, 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 **Strategic Human Resource Management Divisions, Ministry of Finance and the Public Service (MOFPS)**:

1. **Manager, Leave Administration (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Leave Officer (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

1. **Manager, Leave Administration (GMG/SEG 3)**

Job Purpose

Under the general direction of the Senior Director Employee Welfare Management, the Manager Leave Administration takes lead in guiding Public Sector Employee Leave Schemes, ensuring compliance with stipulated guidelines and policies for administering the various leave types. More specifically, the Manager – Leave Administration is responsible for promoting the different types of approved leave schemes in MDAs, for monitoring the administration of leave schemes and to act as principal liaison and expert on matters pertaining to the portfolio.

Key Responsibilities

Technical/Professional:

- Provides strategic direction to the Employee Benefits Portfolio by developing strategies, and programmes to maintain and improve service delivery for Leave Administration;
- Oversees and directs the management and administration of various processes that inform Leave Administration and calculations;
- Approves applications for Special Leave from MDAs;
- Oversees the auditing of leave in special cases;
- Ensures the development of systems and procedures to verify contentious leave issues submitted from MDA's;
- Oversees and participates in the design and development of standards to ensure effective delivery of service to applicants and MDAs;
- Formulates comments and recommendations for policy changes to the administration of leave programmes;
- Develops strategies to liaise and engage with stakeholders such as Unions, Staff Associations on matters pertaining to the portfolio responsibilities;
- Conducts reviews of guidelines/policies that impact conditions of service, singly or as part of the Senior Team,
- Implements systems to ensure that the dissemination of advice/assistance provided to stakeholders on leave, is in accordance with policy and established best practice;
- Spearheads jointly the planning and organizing of Annual Civil Service, rewards and recognition functions;
- Provides information on leave schemes at special functions such as Civil Service Week activities;
- Collaborates with various stakeholders to design and develop strategies to disseminate changes to Public Sector leave arrangements;
- Conducts research on best practices in Benefits Administration in other jurisdictions and prepares reports to inform negotiation, policy changes or otherwise;
- Facilitates the maintenance and development of the Staff Orders and Foreign Service Orders;
- Conducts research on related portfolio matters as instructed by the Principal Director/Deputy Financial Secretary;
- Prepares various reports on the status of Leave Administration in the Public Sector;
- Provides advice to MDAs on escalated issues pertaining to leave benefits;

- Reviews and prepares responses to Government Entities who want to establish particular Employee Benefits Schemes;
- Assists with the preparation of pre-negotiation briefs on matters attended to leave as a benefit and present same to Negotiation Team;
- Assists MDAs to develop or disseminate information on the various leave to which Officers may be entitled;
- Organizes workshops and mounts booths on Conditions of Service and Leave Administration;
- Develops training programme for delivery at Orientation and other sessions in MDAs;
- Participates in training Public Sector employees on the Administration of Leave;
- Works actively with ICT Branch to leverage technology to effectively deliver/administer the leave Portfolio in the Public Sector;
- Participates in conducting business process reviews to examine existing service delivery systems (pertaining to the portfolio);
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues and maintaining membership in professional Organizations.

Management/Administrative:

- Leads the Section by guiding staff to ensure efficiency and effectiveness;
- Develops the Operation Plans for the Employee Benefits – Leave Section with appropriate targets;
- Develops the Section's Budget ensuring that all relevant activities/programmes to be undertaken and required resources are considered;
- Manages the work of the Section as per agreed performance indicators;
- Participates in the development of Strategic Plans and related documents;
- Ensures that the values of the SHRMD are communicated to staff in order to foster an enabling work environment;
- Attends/represents the Section in meetings and different duties as assigned;
- Represents the interests/concerns of the staff to the relevant authority in the Ministry.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section/Branch;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures (approves leave etc.);
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Branch to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff Annual Performance Appraisals and other periodic reviews;
- Liaises with the Senior Director, Employee Welfare and Senior Director Human Resources Branch to foster and attend to the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Performs any other related duties consistent with the category, nature, functions and objectives of the job.

Required Knowledge, Skills and Competencies

- Good planning, organizing analytical and negotiating skills
- Excellent decision-making and problem-solving skills
- Ability to exercise initiative and sound judgment think logically, analytically and creatively
- Highly customer focused/customer service driven
- Good multitasking skills
- Highly developed confidentiality in dealing with customer issues and data
- Ability to work well in a team as well as alone
- Ability to build rapport with clients/customers of the SHRMD
- Strong ICT orientation to operate effectively in technology enabled environment
- Excellent oral and written communication and professional disposition
- Sound knowledge of the public service machinery
- Excellent understanding of leave and benefits administration in Central Government

- Adequate understanding of training delivery/conducting workshops
- Good Customer Service Orientation
- Strong appreciation of the HR environment in Government
- Excellent multitasking skills
- Ability to create innovative solutions to clients issues
- Ability to effectively collect, analyse and evaluate data
- Good leadership skills
- Good people management skills
- Good research skills
- Ability to work under pressure
- Excellent attention to detail
- Adequate business process review skills
- Knowledge of related enable technology

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Management Studies, Public/Business Administration or related social sciences;
- Training in Supervisory Management;
- Four (4) years' experience in a Human Resource Management or related environment.

OR

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related social sciences;
- Training in Supervisory Management;
- Six (6) years' experience in a Human Resource Management or related environment.

2. Leave Officer (GMG/SEG 1)

Job Purpose

Under the general guidance of the Leave Manager (SEG 3), the Leave Officer (SEG 1) is to ensure that all Policies, standards, regulations and principles regarding the administration of leave relating to the computation and application of leave for employees in Ministries, Department and Agencies (MDAs) are implemented and adhered to.

Key Responsibilities

To ensure the proper administration of leave within the Civil Service through training and education and via the enforcement of leave standards, policies and procedures:

- Examines and reviews Service Records and Leave Computation to ensure that they are properly updated and accounted for;
- Undertakes research and makes references to relevant regulations, previous cases and consult with Senior Officers to ensure the correct dissemination of information and advice using such media as telephones, facsimile machines and by letters;
- Assists in the preparation of workshops, seminars and or lectures on Leave Benefits Administration;
- Assists in the training of Leave Clerks from various Ministries/Departments on an individual basis, whenever the need arises and do follow up sessions using the coaching methodology;
- Assists in the preparation of Lesson Plans and materials such as relevant circulars, schedules, handouts and visual aids to be used in Sessions.

To provide professional advice, guidance and recommendations in the Administration of Leave benefits:

- Interprets, regulates and advises Leave Clerks on how to proceed with specific cases referred.
- Initiates reasonable solutions in consultation with senior officers to solve problems.
- Analyzes and makes recommendations to accurately solve problems in cases of leave entitlement, retirement dates for employees, and general leave administration referred.
- Assists in resolving queries from Ministries/Departments regarding leave matters.

To ensure the proper processing of various types of leave throughout the Public Sector:

- Assists in the processing of no-pay leave in excess of one hundred and eighty (180) days, no-pay leave for study purpose or for urgent private affairs, and submits recommendations for approval to Senior Officers;
- Assists in the Processing (verify and approve) of pre-retirement leave by examining and reviewing Period of Service Records and Vacation Leave Computation to ensure that they

are properly updated viz the grants of leave, appointments, salary revisions, increments, and correct dates, recorded and accounted for:

- Uses leave schedules, salary scales, Staff Order Regulations and relevant circulars to ensure that the correct principles and rates are applied and ultimately the correct entitlement is arrived at:
- Consults and interacts with the Offices of the Services Commissions, Pensions Branch and other relevant Ministries and Departments to obtain additional information where necessary:
- Ensures that all supporting documents submitted are genuine by contacting their place of origin for verification purposes:
- Ensures that all requests fall within the framework of existing guideline;
- Communicates decisions made re processing of Pre-retirement Leave to Ministries/ Departments;
- Liaises with the HR personnel - (Leave Clerks and Administrators) in Ministries/ Departments in order to relay errors and anomalies identified and to ensure that corrective actions are taken.

To facilitate the conduct of audits on delegated Employee Benefits and leave functions:

- Visits Ministries, Department and Agencies and examines all finalised cases of the delegated functions;
- Assists in the reviews of cases to ensure eligibility for leave benefits in accordance with the policies and procedures;
- Prepares reports on findings and submits to the Director-Leave Administration making appropriate comments and recommendations.

Required Knowledge, Skills and Competencies

- High accuracy in leave computation
- Sound knowledge of Legislations and Regulations governing leave
- Job Knowledge
- Initiative and Judgment
- Analytical
- Good interpersonal skills
- Good problem-solving and analysis
- Good oral and written communication skills

Minimum Required Qualification and Experience

- First Degree in the Social Sciences;
- Four (4) years' experience in leave computation and verification.

Applications accompanied by Résumés should be submitted **no later than Friday, 30th September, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4**

Email: hrapplications@mof.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**