



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 457
OSC Ref. C. 4840³¹

1st November, 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 **Strategic Human Resource Management Divisions, Ministry of Finance and the Public Service (MOFPS)**:

1. **Chief Compensation Analyst (GMG/SEG 4) (Vacant)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Chief Industrial Relations Officer (GMG/SEG 4) (2 posts - 1 Vacant)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
3. **Industrial Relations Officer (GMG/SEG 3) (3 posts - Vacant)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post

1. **Chief Compensation Analyst (GMG/SEG 4)**

Job Purpose

Under the direction of the Senior Director, Compensation Management, the Chief Compensation Analyst, is responsible for planning and guiding team activities leading to the development, management and delivery of rational, competitive and affordable compensation structures and flexibilities that enhance talent management within the Public Sector and supports the strategic objectives of the GOJ.

Key Responsibilities

Technical/Professional:

- Recommends and implements strategies that enhance implementation and support the continuous relevancy of Government's Compensation policies;
- Co-ordinates research to identify trends that informs compensation forecasting and modeling in relationship to Government Wage Bill, compensation structures, and negotiating parameters;
- Contributes to the preparation of Cabinet Submissions, reports, briefs, technical reports and other compensation related documents as requested;
- Provides technical advice on compensations policies, procedures and guidelines to Ministers of Government, Permanent Secretaries, Heads of Private and Public Sector Organizations and Trade Union;
- Participates in wage negotiations and various meetings with Trade Unions, the Industrial Disputes Tribunal, the Ministry of Labour and Chief Executive Officers and provides advice on the implementation and application of compensation related decisions;
- Co-ordinates the development of pay plans and pay revision schedules as assigned based on Government's wage guidelines, job evaluation exercises, market pay and the Organization's ability to pay;
- Reviews and approves responses to requests for the attachment of traveling status to positions in the MDAs in accordance to established guidelines and policies;
- Co-ordinates the verification of costings submitted by Ministries, Departments and other Public Sector organizations for the payment of revised emoluments at the request of the Public Expenditure Division;
- Leads the Team in research studies and pay surveys to inform the development of compensation structures, flexibilities and pay plans adaptable across the Public Sector;
- Leads the interpretation of compensation data in order to identify significant differences, relationships, and trends in data, as well as factors that could affect the results of research;
- Develops and recommends benefits packages and Performance Incentive Scheme solutions on behalf of Public Companies and Statutory Bodies;
- Reviews and makes recommendations on proposed salary structure, pay ranges, adjustments, hiring rates, individual rates as requested;

- Reviews and recommends wage claims and offers; assesses and prices consultancies and contracts for services to provide technical support in wage negotiations as assigned;
- Makes presentations on compensation matters, chairs compensation meetings and provides technical support during wage negotiations and various meetings with Trade Unions;
- Participates in special internal and external work groups and committees as directed;
- Analyzes the findings of job audits, identifies and advises on changes that will result in the maintenance of internal/external equity in classification and pay;
- Acts as the first point of appeal in the resolution of problematic pay and classification issues;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues and maintaining membership in professional Organizations.

Management/Administrative:

- Contributes to the development of the Strategic, Business and Operational Plans and Associated Budget of the Branch;
- Manages the work of the Team to maximize efficiency and productivity in achieving the Mandate of the Section;
- Develops Work Plans for the Team ensuring that activities are realistic and achievable;
- Participates in various special Committees within and outside the Portfolio areas to represent the interests of the Government particularly with respect to current issues in compensation management;
- Keeps abreast of international best practices in compensation management with a view to improving the development and implementation of compensation and pay proposals;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Prepares and delivers presentations as needed.

Human Resource:

- Provides effective leadership and guidance through planning, delegation, communication, mentoring, coaching and discipline;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division and the Ministry;
- Participates in the recruitment and training of staff of the Section;
- Approves/Recommends leave in accordance with established Human Resource policies and procedures;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Monitors the performance of staff and facilitates the timely and accurate completion of the Staff Performance Appraisals and other periodic reviews;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Ensures the well - being of staff supervised;
- Ensures that clearly defined values and attitudes are in place that fosters a culture of teamwork, employee empowerment, commitment to quality service delivery and creates an environment that is conducive to continuous learning;
- Contributes to the development and Succession Planning for the Section to ensure adequate staff capacity.

Customer Service:

- Maintains Customer Service principles, standards and measurements.

Required Knowledge, Skills and Competencies

Core:

- 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 communication and professional disposition
- Sound knowledge of the public service machinery

Technical:

- Highly skilled in developing compensation strategies programmes and procedures
- Through knowledge and understanding of:
 - Pay planning and job classification policies, regulations, principles, procedures, methodologies, guidelines and formats
 - Organization structure, staffing and job design
 - Job analysis and job evaluation principles, methods and procedures
 - Contemporary practices and trends in compensation management within the Public Sector
 - Compensation survey principles, methods and procedures
- Advanced knowledge of compensation management principles and practices as applied to a Public Sector institution
- Ability to analyze and interpret strategic compensation issues within the broader human resources context, and to provide integrated solutions
- Ability to devise, design and implement compensation surveys

Minimum Required Qualification and Experience

- Master's Degree in Human Resource Management, Management Studies, Public/Business Administration or related social sciences;
- Advanced training in Compensation Management, Pay Planning or related discipline;
- Three (3) years' experience in a Human Resource Management and Compensation Management environment.

OR

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration or related social sciences;
- Advanced training in Compensation Management, Pay Planning or related discipline;
- Six (6) years' experience in a Human Resource Management and Compensation Management environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment can be emotionally charged at times, as there are tense negotiations with trade unions, interest groups and staff associations as well as delays in arriving at agreements;
- Occasionally exposed to situations where personal safety and security may be at risk;
- May be required to work extended hours.

2. Chief Industrial Relations Officer (GMG/SEG 4)**Job Purpose**

Under the direction of the Senior Director, Industrial Relations Branch, the Chief Industrial Relations Officer is responsible for the provision of advice to Ministries, Departments and Agencies (MDAs) on contemporary Human Resources Management issues, employment and Industrial regulations and workplace reforms. The Chief Officer will represent the GOJ before Industrial Relations and related tribunals/committees and resolve disputes effectively and efficiently.

The post holder will manage a Team of Industrial Relations Officer and foster a system that drives the provision of advice, information and capacity building to MDAs and implement Industrial Relations and related policies in the best interests of the GOJ.

Key Responsibilities**Technical/Professional:**

- Participates in the development and implementation of GOJ's Industrial Relations (IR) Strategy and Plan;
- Develops, implements and manages a wide range of Industrial Relations processes and programmes including: collective bargaining, collective agreement, union and management relations;
- Develops and reviews strategies to guide the collective bargaining process with unions and management;

- Strategizes successful approaches for complex and difficult IR issues where earlier resolutions are not appropriate;
- Designs and manages Industrial Relations procedures that limit Government of Jamaica's liability and support the effectiveness of organisational objectives and goals;
- Drafts Industrial Relations Frameworks that have GOJ wide implications;
- Manages and guides a Team of Senior Industrial Relations Analysts in the development of creative solutions to workplace problems;
- Researches, benchmarks and analyses a wide range of Industrial Relations activities and programmes to inform decision making and problem-solving;
- Conducts and reviews investigations into grievances and other workplace matters i.e. allegations of employee misconduct, harassment, discrimination and performance management;
- Ensures that all negotiated agreements and settlements are consistent with the GOJ's Industrial Relations Framework and other guiding policies;
- Manages/monitors the implementation of negotiated agreements/decisions and settlements arising from the collective bargaining process;
- Collaborates with the Human Resource Policy Branch in reviewing and making recommendations regarding new or existing policies that have Industrial Relations implications;
- Manages and maintains the relationship and key negotiations with Trade Unions and other representative forums as appropriate with a view to securing IR consensus and harmony;
- Represents the GOJ on internal and external committees and working groups relevant to Industrial Relations, i.e. Conciliation and Arbitration hearings;
- Provides technical support and promotes the adoption and application of new Industrial Relations policies within the Public Service, unions and other related stakeholders;
- Prepares, reviews and approves IR briefs, opinions/position papers, submissions and statements centred around Industrial Relations and related matters;
- Interprets and administers advice on matters to key stakeholders relating to collective agreements, related IR legislations and guidelines;
- Advises management and employees regarding their rights and responsibilities under the various IR regulations, policies and guidelines to produce positive relations within the workplace;
- Negotiates resolutions and settlements of Industrial Relations issues and grievances with the employees, management, unions and other stakeholders to facilitate a productive Industrial Relations environment while protecting and reducing the GOJ's financial and legal liability;
- Develops and delivers training on Industrial Relations and related areas to HR Teams and management in order to build constructive relationships with Trade Unions/Associations;
- Collaborates with appropriate Senior Managers in the MoFPS to ensure alignment with policy priorities;
- Keeps informed of developments in the Industrial and Labour Relations environment to help the GOJ operate with initiative and innovation.

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and Industrial Relations documents as required;
- Prepares and delivers Industrial Relations related presentations as needed.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Section and recommends, promotion, and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Prepares and conducts presentations on role of Division/Branch/Section for the Orientation/Onboarding programme in the MoFPS.

Customer Service:

- Maintains Customer Service principles, standards and measurements;

- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares Quarterly and/or Annually Customer Service reports in accordance with established standards;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications
- Good knowledge of the Industrial/Labour Relations policies and regulations in the Public Sector
- Experience administering collective agreements in a multi-union environment
- Good negotiation skills and ability to solve problems creatively
- Strong Leadership and people management skills
- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Advanced IT skills in relation to Word, PowerPoint, and Excel

Minimum Required Qualification and Experience

- Master's Degree in Industrial Relations, Human Resource Management, Management Studies, Public/Business Administration, Law or related social sciences;
- Advanced Training in Industrial/Labour Relations and Leadership;
- Four (4) years' experience in an Industrial/Labour Relations and Human Resource Management environment, with at least two (2) years in a management capacity.

OR

- Bachelor's Degree in Industrial Relations, Human Resource Management, Management Studies, Public/Business Administration, Law or related social sciences;
- Advanced Training in Industrial/Labour Relations and Leadership;
- Six (6) years' experience in an Industrial/Labour Relations and Human Resource Management environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment can be emotionally charged at times as there are tense negotiations with trade unions, interest groups and staff associations, as well as delays in arriving at agreements;
- Occasionally exposed to situations where personal safety and security may be at risk;
- May be required to work extended hours.

3. Industrial Relations Officer (GMG/SEG 3)

Job Purpose

Under the direction of the Chief Industrial Relations Officer, Industrial Relations Officer is responsible for the provision of advice and the performance of a range of Industrial Relations activities to Ministries, Departments and Agencies (MDAs) on contemporary Human Resource Management issues, employment and industrial regulations and workplace reforms. The Officer will represent the GOJ before Industrial Relations and related tribunals/committees and resolves disputes effectively and efficiently.

Key Responsibilities

Technical/Professional:

- Performs a wide range of Industrial Relations activities and programmes including: collective bargaining, collective agreement, union and management relations;
- Researches, benchmarks and analyses a wide range of Industrial Relations activities and programmes to inform decision-making and problem-solving;
- Assists in the development and revision of strategies to guide the collective bargaining process with unions and management;
- Conducts negotiations resulting in consistent collective agreements and settlements;
- Escalates to the Chief Industrial Relations Analyst, complex and difficult IR issues where earlier resolutions are not appropriate;
- Communicates and maintains Industrial Relations procedures that limit Government of Jamaica's liability and support the effectiveness of organisational objectives and goals;
- Manages the implementation of negotiated agreements/decisions and settlements arising from the collective bargaining process;
- Conducts investigations into grievance and other workplace matters i.e. allegations of employee misconduct, harassment, discrimination and Performance Management;
- Designs workable resolutions to address outcomes from grievance investigations;
- Prepares IR briefs, opinions/position papers, submissions and statements centred around Industrial Relations and related matters;
- Manages and maintains the relationship and key negotiations with Trade Unions and other representative forums as appropriate with a view to securing IR consensus and harmony;
- Represents the GOJ on internal and external committees and working groups relevant to Industrial Relations, i.e. Conciliation and Arbitration hearings;
- Interprets and administers advice on matters to key stakeholders relating to collective agreements, related IR legislations and guidelines;
- Provides technical support and promotes the adoption and application of new Industrial Relations policies within the Public Service, unions and other related stakeholders;
- Advises management and employees regarding their rights and responsibilities under the various IR regulations, policies and guidelines to produce positive relations within the workplace;
- Assists with the development and delivers training on Industrial Relations and related areas to HR teams and management in order to build constructive relationships with employees, Trade Unions/Staff Associations;
- Keeps informed of developments in the Industrial and Labour Relations environment to help the GOJ operate with initiative and innovation.

Management/Administrative:

- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and Industrial Relations documents as required;
- Prepares and delivers Industrial Relations related presentations as needed.

Human Resource:

- Maintains harmonious relationships with colleagues.

Customer Service:

- Maintains Customer Service principles, standards and measurements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical:

- Good knowledge of the Industrial/Labour Relations Policies and regulations in the Public Sector
- Experience administering collective agreements in a multi-union environment
- Good negotiation skills and ability to solve problems creatively

- Strong Leadership and people management skills
- Strong facilitation skills
- Good understanding of the machinery of Government, political processes and the requirements of Ministers and other officials
- Advanced IT skills in relation to Word, PowerPoint, and Excel

Minimum Required Qualification and Experience

- Bachelor's Degree in Industrial Relations, Human Resource Management, Management Studies, Public/Business Administration, Law or related social sciences;
- Training in Industrial/Labour Relations;
- Three (3) years' experience in an Industrial/Labour Relations and Human Resource Management environment;
- Experience in conducting research and analyzing information.

Special Conditions Associated with the Job:

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment can be emotionally charged at times as there are tense negotiations with Trade Unions, interest groups and staff associations, as well as delays in arriving at agreements;
- Occasionally exposed to situations where personal safety and security may be at risk;
- May be required to work extended hours.

Applications accompanied by Résumés should be submitted **no later than Monday, 7th November, 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**