



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 453

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25th October, 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 be assigned to the post of **Senior Human Resource Officer (GMG/SEG 1) (Organisation and Development) - (Not Vacant)** in the **Human Resource Development and Management Division, Office of the Prime Minister**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Organisation and Development, the Senior Human Resource Officer is required to collaborate with managers, supervisors and staff, in the administration of activities for the Performance Management and Appraisal System (PMAS) within the Office of the Prime Minister (OPM) and the Office of the Cabinet (OC).

Key Responsibilities

- Develops and executes PMAS-related change management initiatives, in collaboration with other officers in the Human Resource Development and Management (HRDM) Division, managers and supervisors;
- Schedules/Facilitates Division/Unit Work Plan Sessions as required;
- Reviews draft Division/Unit Work Plans and Individual Work Plans to ensure the quality of the content (alignment and completeness in the specification);
- Reviews completed Individual Performance Appraisal Forms to ensure the quality of content and accuracy of scores and takes the necessary action as required;
- Develops/Reviews Manuals/Handbooks and Forms required for PMAS;
- Provides coaching, guidance and information on PMAS-related issues to all staff, including managers and supervisors;
- Employs the use of surveys, focus groups and other relevant techniques and methodology necessary for Organizational, Divisional/Unit assessment. Provides assistance in designing instruments for these activities;
- Updates template of HRDM Division's Quarterly OSC Report with information of payments of Increment and Seniority Allowances;
- Updates template of HRDM Division's Quarterly Corporate Planning Report with information related to OD Unit (performance management, job descriptions, processes/procedures);
- Prepares Status Report on outstanding Performance Appraisals for submission to managers/supervisors and also for HREC Meetings (when required);
- Develops customized PMAS material for employee orientation sessions in the OPM and OC;
- Schedules PMAS Sensitization Sessions for staff of the Office of the Prime Minister and Office of the Cabinet (to include Orientation of new staff);
- Maintains Database of PMAS records and scores;
- Circulates copies of PMAS-related documents (Appraisal Forms, manuals, handbooks and procedures) to all members of staff;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Monitors the implementation of Development Plans as an important aspect of performance management;
- Identifies staff eligible for payment of increment/seniority allowance/award and prepares letters for approval of payment to the respective Officers, their supervisors and the Finance and Accounts Division;
- Provides assistance in developing/updating Output Focused Job Descriptions for the required posts in collaboration with managers and supervisors and also developing/updating Organizational Charts;
- Conducts workshops for training related to MyHr+;
- Updates employee records (functional situations) and uploads scanned copies of documents to MyHr+;
- Provides guidance/assistance to staff in accessing MyHr+.

Required Knowledge, Skills and Competencies

- Integrity and confidentiality
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent interpersonal and customer service skills
- Excellent analytical and problem-solving skills
- Sound judgment and decision-making skills
- Networking and relationship-building skills (ability to function as a team player and work harmoniously with a diverse group of people at various levels externally and internally)
- Demonstrates initiative and creativity
- Knowledge of the Government's Human Resource Policies and Procedures, Rules and Regulations relating to employment in the Public Service (Staff Orders, Delegation of Functions, Public Service Regulations)
- Knowledge of the recruitment, transfer and secondment processes with specific reference to the role of the Public Service Commission
- Proficient in the use of computer applications, especially Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management/Development or Public Administration or Business Administration or Social Science from a recognized tertiary institution;
- Training in the operation of the GoJ Guideline Performance Management and Appraisal System or specialized training in Performance Management;
- One (1) year work experience in Performance Management.

Applications accompanied by résumés should be submitted **no later than Monday, 7th November, 2022 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**