



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. 477 **OSC Ref. C. 4860¹⁰**

7th 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 be assigned to/fill the following posts in the **Ministry of Labour and Social Security**:

1. **Legal Officer (JLG/LO 3) – (Not Vacant)**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.
2. **Director, Organizational Development (GMG/SEG 3) – (vacant)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

1. Legal Officer (JLG/LO 3)

Job Purpose

To provide legal support on matters affecting the Industrial Disputes Tribunal.

Key Responsibilities

- Conducts detailed research relating to both legal and quasi-legal matters;
- Instructs, prepares comprehensive brief and liaise with the Attorney General's Chambers on legal issues concerning the Tribunal including applications for judicial review made against the Tribunal;
- Instructs, prepares comprehensive Brief and liaises with the Office of the Director of Public Prosecutions on all criminal proceedings to be instituted by the Tribunal;
- Interprets and administers the various laws which impact the work of the Tribunal;
- Monitors Court proceedings against the Tribunal as well as those instituted by the Tribunal;
- Advises and liaises with external clients in respect of matters affecting the various laws which relate to the work of the Tribunal;
- Liaises with the Ministry in the review of, making of recommendations and the submitting of opinions on proposed or existing legislation, procedures, proposed policy formulation and issues or questions of law which may affect or improve the operations of the Tribunal;
- Engages in the continuous review of all legal documents, literature, judgments, awards and legislation which can be used by the Tribunal and advise on the legal implications of same;
- Provides training for the officers of the Ministry and the members and staff of the Tribunal on legal issues which affect the Tribunal with a view to improving the competency of such officers and members and staff of the Tribunal;
- Provides legal support in the dissemination and compilation of information concerning Awards of the Tribunal, the Labour Relations and Industrial Disputes Act, 1975, Labour Relations Code, 1976 and any other legislation which impacts the work of the Tribunal;
- Provides legal support in the revision, discussion, education campaigns and legal/academic exercises concerning Industrial Disputes, Industrial Relations, Labour Laws and other laws pertinent to the role and function of the Tribunal;
- Engages in the continuous review and makes recommendations regarding the function of the Tribunal and Industrial Relations matters in general;
- Represents the Tribunal at meetings and conferences as required;
- Supervises and monitors the work of the Secretary assigned to work with him/her and ensures that said Secretary maintains an adequate filing and follow-up system.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Jamaican law and particularly laws which affect the work of the Tribunal
- Excellent research and legal writing skills
- Excellent presentation, oral and written communication skills
- Good problem-solving skills and tenacity
- Excellent teamwork
- Ability to work under pressure

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LL.B.);
- Certificate of Legal Education (CLE);
- Four (4) years' experience as a Practicing Attorney in the Public or Private Sector.

Special Conditions Associated with the Job

- Required to travel intra island and overseas;
- Required to work outside of normal working hours;
- Conduct training seminars/workshops for internal and external clients;
- Make presentations on policy and legislation affecting the work of the Tribunal;
- Attend Tribunal Hearings and meetings;
- Officer required to work independently.

2. Director, Organizational Development (GMG/SEG 3)

Job Purpose

Reporting to the Senior Director HRM&D, the incumbent will provide management, advisory and support service to the Ministry with a view to improving the efficiency and effectiveness of its operations utilizing best practices in process and systems management.

Key Responsibilities

Technical/Professional:

To conduct organizational reviews within the Ministry of Labour and Social Security:

- Documents areas in need of strengthening in terms of structure, systems and Human Resource development;
- Consults with Divisional Heads and other Senior Managers and staff in the Ministry to identify and determine problems;
- Conducts preliminary surveys to determine and define the objective of the study, scope of study, appropriate methods and techniques to be employed and the requisite Terms of Reference;
- Develops detailed plan of action, in collaboration with the relevant parties, including targets and deadlines;
- Examines relevant statutes, regulations, directives and reports related to the organisation to determine legislative framework for functional responsibility;
- Collects job related data through interviews, questionnaires, observations and examines records to validate findings;
- Examines the delegation and exercise of authority, grouping of functions, inter relationship of organizational entities to determine any significant bearing on departmental operations;
- Studies formal and informal lines of communication and controls and the allocation of planning and developmental activities;
- Conducts detailed analyses of data collected;
- Develops specific recommendations/solutions to problems identified including changes in organization and dimension of work boundaries and relationship regarding authority and accountability, functional and organizational structure, span of control, channel of co-ordination and communication, existing legislation, manpower utilization, forms and office layout;
- Develops new and revise Job Descriptions;
- Prepares charts of existing and proposed Organizational Structures;
- Discusses findings and recommendations with Divisional Heads and Senior Managers to arrive at consensus;
- Prepares and issues report of findings and recommendations;
- Assists with implementation of recommendations;

To conduct systems and procedures studies:

- Examines the operations and workflow of the selected entities to determine systemic weaknesses eg. duplication/overlaps, waste as well as activities that do not add value to the process by:
 - ✓ Conducting interviews with staff
 - ✓ Observing the activities of staff in the working environment
 - ✓ Administering questionnaires
 - ✓ Reviewing previous reports/documents existing Job Descriptions and charts
 - ✓ Preparing Flow Chart of current operations;
- Conducts analyses of the data to obtain full understanding of operations;

- Formulates recommendations to reflect business process re-engineering to eliminate duplications/overlaps and waste;
- Promotes the use of technology to enhance efficient and effective delivery of service and the accomplishment of major targets and objectives;
- Prepares Flowchart of proposed operations;
- Presents findings and recommendations to Divisional Heads and Senior Managers;
- Prepares Final Report;
- Updates/prepares Operational Manuals to reflect changes in policy/operations.

To support the implementation of the Performance Management Appraisal System (PMAS) and other reform initiatives:

- Provides support for all Human Resource policies and programmes within the Ministry by participating in formal and informal training programmes particularly for delegated functions;
- Participates in and promotes the Corporate Planning process and supports the implementations of the reform initiatives with special emphasis on the Performance Management Appraisal System (PMAS);
- As part of a team reviews the Work Plans and Performance Reports for the staff of the Ministry and ensures that Work Plans are properly prepared and reflect measurable performance indicators;
- Provides feedback to Divisional Heads, and recommends areas for improvements;
- Conducts sessions with focus groups in the development/preparation of Output Focused Job Descriptions and Work Plans;
- Assists with the monitoring of the Performance Management Appraisal System (PMAS) within the Ministry to ensure equity and fairness;

Authority of the position (examples of decisions taken and decisions referred to supervisor):

- Identifies and recommends areas for particular types of intervention/review;
- Recommends changes in Organization Structure and staffing to improve efficiency and effectiveness;
- Implements approved changes in all Divisions of the Ministry;
- Recommends policy/legislative changes to facilitate reform proposals.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government administrative systems and operations management
- Excellent knowledge of Project Management
- Excellent planning and organizing skills
- Excellent problem-solving and analytical skills
- Good interpersonal skills
- Excellent negotiation skills
- Excellent oral and written communication skills
- Strategic Planning

Minimum Required Qualification and Experience

- First Degree in Social Sciences or equivalent;
- Three (3) years' experience in Operations Management or Organizational/Human Resource Development;
- Specialized training in Management Analysis/Consultancy.

Special Conditions Associated with the Job

- Critical deadlines for completion of projects

Applications accompanied by résumés should be submitted **no later than Friday, 18th November, 2022 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer