



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 461**

### **OSC Ref. C.5850<sup>14</sup>**

27<sup>th</sup> 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/fill to the following posts in the **Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Director, Human Resource Management and Development (GMG/SEG 4) (Not Vacant) – Corporate Services Division**, during the period **December 1, 2022 to February 3, 2023**, salary range \$3,154,073 - \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Administrator (GMG/AM 4) (Vacant) – Corporate Services Division**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
3. **Administrative Assistant (GMG/AM 4) (Vacant) – Legal Services Division**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.

#### **1. Senior Director, Human Resource Management and Development (GMG/SEG 4)**

To manage the Human Resource, Training and Organization Development functions of the Ministry by ensuring that best practices are implemented to achieve organizational efficiency and effectiveness in accordance with the Vision and Mission of the Ministry and the Government's Human Resource policies and regulations.

### **Key Responsibilities**

#### **Management/Administrative:**

- Provides professional advice and interpretation of HR policies for the Ministry;
- Establishes Human Resource links between strategies and objectives of the Divisions;
- Undertakes planning with senior staff to determine targets and goals for the activities of the Division, ensuring standardization of accompanying procedures;
- Develops the Divisions Strategic/Operational Plan and Budget;
- Develops Individual Work Plans based on strategic alignment with Division's Operational Plan;
- Establishes and maintains various HR Committees that makes recommendations for the implementation of improved HR policies and programmes;
- Represents the Ministry in meetings or on Committees to examine and evaluate standards, incentive systems and HR policies and programmes;
- Directs the benefits administration of Staff Welfare Schemes;
- Evaluates the implementation of HR Programmes and provides recommendations to correct weaknesses;
- Conducts assessments of supervisees based on Performance Assessment criteria and prepares Performance Reports;
- Develops and manages the performance of the Branch and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training.

#### **Technical/Professional:**

- Formulates Human Resource policies and procedures that guide the Human Resource functions of the Ministry in keeping with Government regulations and laws;
- Directs the implementation of various procedures that supports the Strategic Objectives of the Division;
- Chairs interview panel for the recruitment of Senior Management placements;
- Recommends and guides the development of the Ministry's Grievance and Termination policies;
- Promotes policies and programmes that support the retention of staff possessing the ability to accomplish the Ministry's objectives;

- Monitors the HR functions to ascertain the effects on the operations of the Division and develops strategies for improvements;
- Monitors the preparation of Quarterly Reports for submission to the Office of the Services Commission and the Committee;
- Conducts research to support any recommended changes to Human Resource policy issues;
- Provides guidance and support to the Committee that handles infractions for staff and provides recommendations and reports to the Committee, as necessary;
- Guides the development of the Ministry's Strategic Training policies by ensuring the provision of training and development for staff;
- Oversees the restructuring and reorganization of the Ministry's structure for the improvements of its operations;
- Directs the operational reviews and studies designed to improve the workflow and processes of Divisions and Units;
- Supports the promotion of the use of technology to increase efficiency;
- Manages the implementation and maintenance of the HR Management Information Systems;
- Leads the establishment of the Recognition/Reward System;
- Provides feedback to divisional heads and recommends areas for improvements, as necessary;
- Promotes and maintains a harmonious Industrial Relation Climate;
- Conducts negotiations and mediating activities to maintain good working relations.

***Human Resource:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership and guidance to direct reports through objective setting, effective planning, delegation, communication, training, mentoring, coaching, and providing assistance and support as needed;
- Assists in the recruitment of staff for the Branch;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch and Ministry's goals;
- Oversees and participates in the review and evaluation of the work of staff members on a regular basis.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent problem-solving and decision-making
- Excellent planning and organizing skills
- Teamwork and co-operation
- Good interpersonal skills
- Confidentiality
- Excellent oral and written communication skills
- Excellent time management and analytical skills
- Strong leadership skills
- Integrity
- Excellent mentoring and coaching skills

***Technical:***

- Sound knowledge of new and diverse training methodologies
- Sound knowledge of Human Resource Management, practices, and principles
- Excellent knowledge of relevant GOJ's regulations and laws
- Knowledge of Organizational Development and Change Management
- Knowledge of Microsoft Suite and other office productivity tools

**Minimum Required Qualification and Experience**

- Graduate Degree in Social Sciences or Human Resource Management or equivalent;
- Training in Change Management and Industrial Relations;
- Five (5) years' experience in the Human Resource Management field at a Senior Management Level.

## **2. Administrator (GMG/AM 4)**

### **Job Purpose**

To assist the planning and execution of the programme of activities for the Office of the Corporate Services Director and provide administrative and secretarial support to aid the fulfilment of the Office's role in providing direction and in translating operationally the corporate objectives of the Ministry.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Develops with guidance from the Corporate Services Director a set of operational objectives and guidelines for the operations of the Office;
- Establishes a Yearly Planner as a tool to guide the long and short-term planning of the Corporate Services Director and to aid maintenance of major appointments and deadlines;
- Develops and maintains an efficient manual and computerised Records Management Systems;
- Develops Individual Work Plan for review by Corporate Services Director.

#### ***Technical/Professional:***

- Organizes and manages the Corporate Services Director schedule, monitors and updates planned programmes, activities and appointments;
- Conducts research and prepares reports/briefs;
- Drafts Briefs as required;
- Processes incoming and outgoing correspondence with established guidelines, which includes updating of correspondence database;
- Responds to routine correspondence as directed;
- Composes letters/memoranda with minimum /general instructions;
- Makes photocopies, scans and email documents as directed by the Corporate Services Director;
- Assembles and disseminates information to internal and external stakeholders as requested;
- Pursues appropriate follow-throughs to ensure matters are attended and appraises the Corporate Services Director appropriately;
- Organizes meetings hosted by the Director:
  - a. Prepares Agenda for meetings and complies with relevant meeting documents and ensures follow-through with post-meeting actions and decisions
  - b. Prepares Minutes of meetings and distributes in accordance with established guidelines
- Assesses calls to the Director's office. Ascertains and initiates appropriate actions;
- Screens and hosts all visitors coming to the Director and makes referrals to appropriate staff;
- Ensures an efficient computerised and manual systems of filing for the office and the secure maintenance of official and confidential records;
- Conducts research and compiles and provides information/files as required;
- Participates in planning and organizing Ministry functions and ceremonies;
- Plans and ensures appropriate arrangements for the Corporate Services Director's local and overseas trips - prepare Itineraries;
- Assists the maintenance of effective liaisons with Ministry personnel, Sector interests, external organizations and the media;
- Performs any other related duties that may be as assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Good interpersonal skills
- Good problem-solving skills
- Team and results-oriented
- Possesses initiative and tact
- Astute and confidential

#### ***Technical:***

- Highly organised
- Sound background in administrative or office management
- Excellent secretarial skills

- Sound research skills
- Experienced in working with Senior Management
- Knowledge of Central Government operational procedures
- Proficient in the use of standard computer applications

### **Minimum Required Qualification and Experience**

- First Degree in Social Sciences or related discipline with at least three (3) years related working experience; **or**
- Associate Degree or Diploma in Administrative or Office Management with at least four (4) years related working experience; **or**
- Graduate of an accredited school of secretarial studies or equivalent training/CPS Designation certification.

### **3. Administrative Assistant (GMG/AM 4)**

#### **Job Purpose**

Under the general supervision of the Senior Assistant Attorney General, the Administrator provides administrative support, paralegal and secretarial services that enhance the Senior Assistant AG's Office and the operations of the Legal Service Division (LSD) in general. The Administrator co-ordinates the activities of the office, organizes meetings, and manages/monitors the Senior Assistant AG's Calendar, drafts reports and other documentation; serves as a liaison between the LSD and the AGC-HQ; undertakes research on routine legal matters and drafts Briefs; ensures a proper Records Management System is maintained and access to online law research facility is available to allow for the efficient operation of the LSD and the timely delivery of service to the Ministry its Departments and Agencies.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG;
- Prepares audio-visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences and interviews as appropriate/directed;
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders as directed;
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential;
- Produces and distributes action sheets, notes/Minutes of meetings; follows up on actions to be taken;
- Co-ordinates all activities related to the preparation of the LSD's Budget, Corporate and Operational Plans, Individual Work Plans, Performance Appraisal Reports, Leave Schedules and Training Needs Analysis to ensure submission within stipulated deadlines;
- Co-ordinates the preparation and timely advancement of Cabinet Submission; tracks the processing of these submissions;
- Ensures Cabinet Decisions are received and actioned as directed/appropriate;
- Communicates directly on behalf of the Senior Assistant AG to LSD staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office;
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal divisions of the Ministry in a manner that serves to maintain credibility, trust and support;
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff affected; and/or other actions are taken as deemed appropriate;
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow up as appropriate;
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSD;
- Conducts online and offline research on routine matters at the request of the Senior Assistant AG;
- Co-ordinates the receipt, distribution and dispatch of files and correspondence within the LSD to ensure that matters are settled in accordance with service standards;

- Ensures confidential files and Records Management Systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards;
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement;
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSD's operations and working knowledge of the policies, procedures, practices and protocols to be able to respond appropriately to enquiries, requests or issues.

***Paralegal Duties:***

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG;
- Conducts research into legislation and other sources of law as directed;
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents;
- Prepares reports of analysis of research findings;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents/bundles in preparation for legal hearings and consultations;
- Keeps and monitors law volumes to ensure that the Law Library is up-to-date and volumes updated/annotated;
- Liaises on an on-going basis with key stakeholders i.e. Attorneys and other parties in facilitating review or development of legal documents;
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established Records Management principles to ensure expeditious retrieval of files.

***Management/Administrative:***

- Contributes to the development of the LSD's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment with the LSD's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends measures to improve performance and/or attaining established personal and/or organizational goals;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on the role of Division/Unit for the Orientation and Onboarding Programme;
- Performs any other related duties that may be required 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 leadership 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:***

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of cabinet submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the Unit
- General knowledge in Budget Cash Flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques

- Ability to compose correspondence and reports
- Knowledge of the English Legal System, including commercial law, public law and Civil Proceedings
- Good Knowledge of drafting legal documents
- Good knowledge of legal research and methods
- Knowledge of online legal research tools
- Working knowledge of GOJ operations and public sector issues.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science;
- Paralegal qualification or training;
- Three (3) years' experience in a related field.

**Special Conditions Associated with the Job:**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Wednesday, 10<sup>th</sup> November, 2022 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
The Towers, 25 Dominica Drive  
Kingston 5.**

Email: **human.resources@megjc.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**