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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 **Post and Telecommunications Department**:

1. **Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3) (Vacant)**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Legal Officer (JLG/LO 3) (Vacant)**, salary range \$2,848,799 - \$3,386,327 per annum.
3. **Strategic Planning Analyst (GMG/SEG 1) (Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.
4. **Officer Manager (GMG/SEG 1) (Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.
5. **Senior Human Resource Development Officer (GMG/SEG 1) (Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.
6. **Senior Human Resource Officer (GMG/SEG 1) (Not Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.
7. **Senior Human Resource Officer (Recruitment and Contract Administration) (GMG/SEG 1) (Vacant)**, salary range \$2,735,387 - \$3,678,791 per annum.
8. **Branch Manager 3 (PTO/PMA 3) (Vacant) 2 posts - Albert Town/Yallas Post Office**, salary range \$2,190,302 - \$2,945,712 per annum.
9. **Human Resource Officer (Occupational Health and Safety) (GMG/AM 4) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
10. **Property Officer (GMG/AM 4) (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
11. **Registrar (PIDG/RIM 3) (Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum.
12. **Assistant Human Resource Officer (Leave) (GMG/AM 3) (1 vacant and 2 Not Vacant)**, salary range \$1,753,837 - \$2,358,715 per annum.
13. **Postal Accounts Administrator (GMG/AM 2) (Vacant)**, salary range \$1,370,094 - \$1,842,625 per annum.
14. **Driver 2 (LMO/DR 2) (Vacant)**, salary range \$21,625 - \$29,083 per week.

1. **Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3)**

Job Purpose

The Director, Strategic Planning, Performance Monitoring and Evaluation (GMG/SEG 3) is responsible for the Department's strategic business planning to include the alignment of all key corporate and support functions to the objectives of the Department, managing organizational performance, and internal and external reporting of corporate performance. Using the Cabinet Office's Performance Management Evaluation System framework (PMES), this position incorporates into the Strategic Business Plan the expectations and direction from the National Vision Plan, parent Ministry, internal stakeholders and partner Agencies, ensuring that performance expectations and results are aligned with the Mission, Vision and Values of the Post and Telecommunications Department.

Key Responsibilities

Management/Administrative:

- Plans, directs and monitors the work of the Strategic Planning, Performance Monitoring and Evaluation Unit by developing its Operational/Unit Plan and Budget and ensuring that Individual Work Plans are prepared by direct reports;
- Ensures the establishment of mechanisms within the Unit to enable the achievement of its objectives effectively and efficiently;
- Prepares Individual Work Plan;
- Participates in the co-ordination of Strategic Planning Retreats, Executive Management and Senior Management Meetings;
- Prepares reports for and participates in Review Sessions/Quarterly Review Meetings at the Ministry of Science, Energy and Technology (MSET);
- Prepares and submits activity/performance, special and other reports for review and action;
- Represents the Department at meetings/conferences and other fora as required.

Technical/Professional:

- Directs and co-ordinates a comprehensive Strategic Planning process for the Department by ensuring full stakeholder participation in the planning and implementation of performance measures to support its goals, objectives, Budget, plans and priorities;
- Co-ordinates the activities required for the development of the Department's Budget;
- Ensures support is provided to Divisional/Branch Heads in the development of their Strategic and Operational Plans and Budget, ensuring that they are directly linked to the Department's strategic objectives and performance indicators;
- Co-ordinates in collaboration with the Human Resource Management and Development Branch and other key stakeholders Strategic Planning and Budget Preparation Sensitization Sessions to equip relevant officers to participate in the Strategic Planning process for their respective areas and the Department;
- Ensures that policy, technical and other inputs are integrated into the development and review of the Department's Strategic Business and Operational Plan;
- Co-ordinates and chairs periodic Strategic Business and Operational Planning and Reviews Meetings with internal stakeholders to facilitate the provision of updates, evaluates performance targets and recommends strategies to enhance the achievement of objectives;
- Assists Heads of Division/Branch in identifying problems and potential barriers to effective implementation of planned projects and recommends corrective actions as required;
- Ensures compliance with the Government of Jamaica's Performance Monitoring and Evaluation System (PMES) by issuing monitoring and evaluation guidelines to Divisional/Branch Heads and conducting of reviews to ensure compliance with established standards;
- Develops performance measures and quantifies intermediate outcomes, outputs, responsibilities, results, products and services, where possible, using unit cost measures to assess programme efficiency;
- Ensures the use of performance measures to work toward the achievement of identified missions, goals, objectives and any applicable benchmarks;
- Evaluates critical programmes that are aligned to Government's priorities;
- Includes PMES requirements and strategies in the performance evaluation instrument as outlined in the GoJ Accountability Framework for Senior Executive Officers;
- Conducts surveys, analyzes and prepares reports and recommendations regarding the Department's planning, implementation and performance in accordance with the guidelines outlined by the Cabinet Office;
- Collects sound financial and non-financial information and maintains such information in an effective performance database for effective decision making.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent problem-solving and decision making skills
- Excellent research and analytical skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Knowledge of corporate functions and their potential strategic contribution
- Excellent knowledge of the GoJ's strategic planning and budget management processes
- Excellent knowledge of performance management techniques
- Knowledge of the Government/Department's policies and procedures
- Strategic Vision
- Change Management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Sector Management, Planning and Development, Management Studies, Business Administration or related area from an accredited tertiary institution;
- Four (4) years related experience, including two (2) years' at a middle or Senior Management level;
- Training in Strategic/Corporate Planning would be an asset.

2. Legal Officer (JLG/LO 3)

Job Purpose

Reporting to the Senior Legal Officer, the Legal Officer 3 (JLG/LO 3) is responsible for providing legal services to the Department. The legal services include the provision of general legal advice to the executives and managers of various Units of the Department, organizing and co-ordinating the review, amendment and promulgation of legislation for which the Department has responsibility, preparing and/or vetting leases, various types of contracts and instructing the Attorney General's Chambers and the Director of Public Prosecutions as well as monitoring litigation.

Key Responsibilities

Management/Administrative:

- Co-ordinates and monitors the legal framework of the Department and provides legal guidance to the Department having regard to the UPU and other standards/obligations;
- Advises on legal aspects of policy documents and monitors and controls the review of legislation;
- Manages and co-ordinates the timely delivery of general legal advice to the Department;
- Represents the Department at meetings;
- Reviews and makes recommendations for the preparation of new legislation.

Technical/Professional:

- Prepares, peruses and vets contracts, lease agreements and other legal documentation;
- Provides general legal advice to the Department on all aspects of the law as it affects the Department's operations;
- Prepares legal drafts by assembling and organizing information for legal forms and documents including complaints, declarations, discovery requests, responses and other pleadings;
- Researches statutes, constitutions, regulations and Court opinions including precedents and reasoning as well as trends using standard print texts and computers (preparing legal memoranda);
- Assembles case materials by collecting, organizing and summarizing information, documents, reports and evidence;
- Provides statistical data and information to support the Department by utilizing relevant research methods to collect information;
- Designs and maintains Statistical Database(s) to facilitate analysis and planning of legal matters for the Unit;
- Instructs the Attorney General's Chambers on behalf of the Department;
- Functions as a liason between the Department and other legal Departments such as the Office of the Director of Public Prosecution, Attorney General, Jamaica Customs, Legal Reform Division and the Chief Parliamentary Counsel;
- Makes recommendations to the relevant officers of the Department to undertake investigations, as well as the preparation of statements and affidavits to facilitate the proper representation of the Department in litigious matters;

- Oversees the development of new and amended legislation and attendant policies and guidelines;
- Prepares and reviews Drafting Instructions and Draft Bills related to Postal Reform;
- Reviews Cabinet Submissions;
- Provides guidance relating to disciplinary and grievance issues and assists in maintaining a harmonious Industrial Relations Environment;
- Reviews submissions to the Human Resource Management and Development Branch and convenes hearings in accordance with the Public Service Regulations (1961) as requested;
- Participates in and represents the Department on Committees;
- Attends internal meetings as required and sits on committees established within the Department;
- Develops, implements and maintains policies and procedures to guide the operations of the Department;
- Keeps abreast of international conventions related to the Department's activities and interprets and advises on their implications;
- Provides advice on contracts and tender documents to appropriate staff to ensure compliance with the GOJ's Procurement Policy;
- Performs such other duties and responsibilities as may be determined by the Senior Legal Officer;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of good research and analytical skills
- Knowledge of Legal framework of Government
- Knowledge of Contract negotiations and drafting
- Knowledge of Commercial Law, Postal and Telecommunications Laws and Regulations, Intellectual Property Law and International Law
- Knowledge of Industrial Relations and Public Service Regulations. Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Microsoft Office Suite or relevant computer applications
- Good planning, organizing and co-ordinating skills
- Good customer service and interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work on own initiative and with a team

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB);
- Certificate in Legal Education;
- Three (3) year's related experience in related areas of civil and commercial law.

3. Strategic Planning Analyst (GMG/SEG 1)

Job Purpose

The Strategic Planning Analyst (GMG/SEG 1) is responsible for providing technical support in the Department's Strategic Business Planning and Budget preparation processes in accordance with the Cabinet Office's Performance Management Evaluation System framework (PMES).

Key Responsibilities

Technical/Professional:

- Assists with co-ordinating a comprehensive strategic planning process for the Department;
- Assists with co-ordinating the activities required for the development of the Department's Budget;
- Provides support to Divisional/Branch Heads in the development of their Strategic and Operational Plans and Budget, ensuring that they are directly linked to the Department's strategic objectives and performance indicators;
- Participates in Strategic Planning and Budget Preparation Sensitization Sessions to equip relevant officers to participate in the Strategic Planning process for their respective areas and the Department;
- Assists with co-ordinating and participates in Strategic Business and Operational Planning and review meetings with internal stakeholders to facilitate the provision of updates, evaluate performance targets and recommend strategies to enhance the achievement of objectives;
- Assists in monitoring the implementation of the Department's Plans;

- Issues monitoring and evaluation guidelines to Divisional/Branch Heads and conducts reviews to ensure compliance with established standards;
- Assesses the use of performance measures to work toward the achievement of identified missions, goals, objectives and any applicable benchmarks;
- Conducts surveys, analyzes and prepares reports and recommendations regarding the Department's planning, implementation and performance in accordance with the guidelines outlined by the Cabinet Office;
- Develops and maintains performance database for effective decision making.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Excellent problem-solving and decision making skills
- Excellent research and analytical skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Knowledge of corporate functions and their potential strategic contribution
- Excellent knowledge of the GoJ's Strategic Planning and Budget Management processes
- Excellent knowledge of performance management techniques
- Knowledge of the Government/Department's policies and procedures
- Strategic Vision
- Change Management

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Sector Management, Planning and Development, Management Studies, Business Administration or related area from an accredited tertiary institution;
- Two (2) years related experience;
- Training in Strategic/Corporate Planning would be an asset.

4. Officer Manager (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Administration GMG/SEG 2, the Officer Manager GMG/SEG 1 provides support services in the areas of office management and general services that will enhance the Department's capabilities to carry out its various functions effectively and efficiently.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Unit's Operational Objective and Standards;
- Directs the work of the Unit by overseeing the development of Unit and Individual Work Plans in support of the Operational Plan;
- Prepares operational reports;
- Co-ordinates and oversees the functions of direct reports;
- Provides leadership to direct reports;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Develops and communicates appropriate and relevant standards in keeping with the objectives of the functional area;
- Develops and implements monitoring mechanisms to ensure targets are achieved in a timely manner;
- Convenes and participates in meetings relevant to role and function.

Technical/Professional

Inventory Management:

- Implements the appropriate systems and procedures and ensures the effective operation of the Office Services Unit;
- Oversees the establishment and maintenance of inventory of all office furniture and equipment for the Branch/Units of the Department and all postal points;
- Ensures the maintenance of current and accurate inventory of office furniture and equipment for the Branch/Units of the Department and all postal points;
- Ensures that all location charts are prepared and the proper indexing for office furniture and equipment within/for the Branch/Units of Department and its postal offices;

- Co-ordinates the arrangement of the disposal of unserviceable office furniture/equipment;
- Co-ordinates the continuous inventory of stock, stationery and supplies to mitigate outage and to facilitate continued operation;
- Makes recommendations regarding the procurement of furniture, equipment and other supplies, including services, in accordance with Government's policies and procedures;
- Ensures the preparation of Board of Survey Reports (BOS) for the Ministry of Finance and the Public Service;
- Ensure that BOS items are removed from CSO and outstations to the BOS location and that assets marked for disposal are disposed of according to the National Environmental Planning Agency (NEPA) guidelines.

Office Services:

- Develops and maintains re-order levels for stocks, office supplies stationary and other goods;
- Maintains inventory of all stocks and supplies;
- Liaises with Divisional Heads regarding office accommodation and comfort;
- Develops and maintains filing system for invoices and suppliers;
- Monitors the timely receipt and distribution of daily subscription of newspaper;
- Ensures that catering services are provided as the need arises;
- Assists with the monitoring of the maintenance of the copiers;
- Manages cleaning services by ensuring that cleaning supplies are stocked and that offices are cleaned to required standards;
- Develops Roster for maintaining the cleanliness of the office environs;
- Conducts inspection of facility to ensure cleaning is done to required standard;
- Manages arrangements for all in-house functions and meetings and ensures venues are prepared and manned and refreshment is provided;
- Oversees the general maintenance of office equipment;
- Verifies receipt of supplies and co-ordinates the payment for invoices submitted for delivery;
- Distributes stationery and office supplies to all Ancillary staff and monitors use and storage;
- Prepares and submits information to facilitate payment of tailoring allowances and safety clothing for relevant staff.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organisational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination 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;
- Ensures the welfare and developmental needs of staff in the Division/Unit/Section are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organisation's goals;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge and understanding of office management
- Excellent knowledge and understanding of inventory management
- Good knowledge and understanding of procurement procedures
- Basic knowledge and understanding of Budget preparation
- Good knowledge of Human Resource Procedures
- Report writing skills
- Records Management skills
- Knowledge of the operations of Government/Department's policies and procedures
- Proficiency in the use of the relevant software application

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies/Public Sector Management/Public Administration Management;
- Certificate in Supplies Management;
- Training in Supervisory Management;
- Two (2) years related working experience;

OR

- Associate Degree/ Diploma in Management Studies/Public Sector Management;

- Certificate in Supplies Management;
- Training in Supervisory Management;
- Five (5) years related working experience.

Special Conditions Associated with the Job

- Island wide travelling;
- Working extended hours.

5. Senior Human Resource Development Officer (GMG/SEG 1)

Job Purpose

The Senior Human Resource Development Officer (GMG/SEG 1) assists in managing all the functions and general operations of the Human Resource Development Section. The incumbent is also responsible for coordinating and evaluating the training functions, delivering training and managing the training needs information/data.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRD's Unit Plan;
- Develops Individual Work Plan;
- Oversees the operations of the Section in the absence of the Director, Human Resource Development;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery;
- Assists in the effective management of the Computer Lab and Training Room.

Technical:

- Develops and administers training needs surveys, analyses the findings and makes recommendations;
- Contributes towards the development of the Training Plan and Budget for the Department;
- Participates in the implementation and monitoring of the Training Plan;
- Contributes to the development, implementation and review of the Training and Development Policy for the Department;
- Prepares submissions for Study Leave including Day Release to the Human Resource Executive Committee (HREC);
- Processes staff requests for time-off to pursue studies;
- Develops training manuals and other training tools;
- Develops and maintains an effective training database for the Department;
- Develops and maintains a database of training providers and resource personnel;
- Contributes to the development and implementation of a Career Planning and Counselling Programme for the Department;
- Provides advice to staff as it relates to career and professional development;
- Plans, organizes and delivers in-house training courses in collaboration with Heads of Divisions/Branches and Units;
- Liaises and participates in the selection of appropriate training institutions/providers or adjunct facilitators to secure appropriate training interventions;
- Contributes to the development and implementation of strategies to evaluate the impact of training programmes on job performance;
- Contributes to the establishment and implementation of an Employee Development Programme, which provides opportunities for maximizing the potential of employees.;
- Assists with the development and management of an Orientation Programme for all staff of the Department;
- Assists with developing and implementing Human Resource Development and Management policies;
- Participates in designing, administering and evaluating test instruments as part of the assessment process in the recruitment of new employees and for acting assignments;
- Plans and supervises the layout of Lecture Rooms;
- Disseminates information to staff on training programmes, fellowships and scholarships;
- Monitors the expenditure of funds for refreshments;
- Follows-up to ensure that payments are made for goods and services engaged;

- Processes requests for training.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other:

- Serves on designated Committees in the Department;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of GoJ's Budget Management process
- Knowledge of current trends in Human Resource and career development
- Knowledge of Curriculum and Programme Development
- Knowledge of Andragogy
- Knowledge of Research and data analysis techniques
- Knowledge of Conducting Training Needs Analysis
- Knowledge of Training evaluation techniques
- Knowledge of Current property management practices
- Microsoft Office Suite or relevant computer applications
- Good planning, organizing and coordinating skills
- Good customer service and interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work on own initiative and with a team

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology, Education and Training or related discipline from a recognized tertiary institution;
- Three (3) years working experience in Human Resource development or training, preferably in the Public Sector, in an organization of similar size and complexity;
- Professional training in the design and delivery of training programmes or related field.

Special Condition Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions;
- Required to travel island wide;
- May be required to travel overseas.

6. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer - Benefits is responsible for managing the administration of pensions, leave, loans, allowances and related benefits for the Department.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;

- Participates in the development of the HRM's Unit Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Benefits Section to consistently provide a high level of service to clients;
- Prepares and submits Activity/Performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in Pensions and Benefits Administration and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical:

- Provides advice to staff on all types of available benefits, leave and pension matters;
- Ensures the effective administration of benefits, leave and pension processes;
- Reviews and signs approval/non-approval letters for benefits;
- Reviews computed leave and signs approval/non-approval letters;
- Oversees the development and maintenance of a Travelling Officers' Database to manage the submission of Motor Vehicle Documents;
- Verifies Travelling Claims in keeping with motor vehicle documents for submission to the Finance and Accounts Division for payment;
- Processes requests to use motor vehicle to perform official duties;
- Reviews as well as prepares Submissions (Seniority Allowance, qualification increment, tuition refund, accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, and no-pay leave) to the Human Resource Committee (HRC) Meetings for consideration;
- Participates in orienting new staff on available Government Benefits;
- Co-ordinates in collaboration with stakeholders the processing of Long Service Awards;
- Verifies and ensures the circulation of notices to staff regarding their maximum of Vacation Leave eligibility;
- Verifies Departmental and Vacation Leave Rosters prepared for circulation;
- Ensures the maintenance and monitoring of a Retirement Schedule for the Department so that officers are made aware of their retirement date and the documents they are required to submit to process their retirement;
- Ensures that the necessary steps are taken to have final Vacation Leave Computations and Period of Service Records prepared;
- Reviews and submits final Leave Computations for transfers, resignation and retirement to the Internal Audit Unit and the MOFPS for verification respectively;
- Reviews as well as prepares retirement (normal age) submissions to the Human Resource Executive Committee (HREC) for consideration;
- Reviews as well as prepares retirement (early retirement, medical grounds, public interest, and abolition of post) submissions to the Office of the Services Commissions (OSC) for consideration;
- Ensures the processing of pensions and other related benefits through the maintenance of the Public Employee's Pension Administration System (PEPAS).

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Good Knowledge of Current trends in human resource management techniques and practices
- Good knowledge of Pensions (Public Service) Act, 2017
- Good knowledge of Government Employees' (Compassionate Gratuities) Resolution, 1947

- Good knowledge of Government benefits and pension administration processes
- Good oral and written communication skills
- Good planning and organizational skills
- Good Leadership and change management
- Good Interpersonal skills

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in Human Resource Management, preferably in the Public Sector, in an organization of similar size and complexity.

7. Senior Human Resource Officer (Recruitment and Contract Administration) (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer, Recruitment and Contract Administration is responsible for the management and administration of recruitment and selection and contract administration activities for the Department's Postal Agents, Courtesy Officers and other staff engaged contracts. The incumbent will also execute contract administration activities for the Postal Corporation of Jamaica.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the Human Resource Management's Section Plan;
- Prepares Individual Work Plan;
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in strategic staffing and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical/Professional:

- Participates in the development and implementation of the Department's Recruitment and Selection Programme;
- Participates in the Department's Orientation Programme;
- Advises Postal Agents, Courtesy Officers and other Contract Staff on human resource policies and procedures;
- Computes and processes all types of leave; prepares Leave Records and approval/non-approval letters for Postal Agents, Courtesy Officers and other Contract Staff;
- Ensures that the Leave Records for the Postal Agents, Courtesy Officers and other Contract Staff are kept up-to-date and are easily retrievable;
- Checks and responds to Postal Agents, Courtesy Officers and other Contract Staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to Postal Agents, Courtesy Officers and other Contract Staff regarding their maximum of Vacation Leave eligibility;
- Prepares final leave computations in respect of Postal Agents, Courtesy Officers and Contract Staff for resignation for submission to the relevant stakeholders for verification and payment as required;
- Collaborates with Regional Managers to co-ordinate and participate in the recruitment and selection of Postal Agents, Courtesy Officers and other Contract Staff by:-
 - ✓ Developing and maintaining of a Recruitment and Selection Schedule for each category
 - ✓ Preparing and referring advertisements to the Director, Human Resource Management and Development (HRMD) for reviewing and circulating approved document to the Office of the Services Commissions (OSC) or other medium for appropriate action
 - ✓ Preparing letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates
 - ✓ Verifying the authenticity of employments documents submitted by candidates
 - ✓ Ensuring the coordination of activities for Assessment Centres such as ensuring logistics arrangements (meeting room, refreshment, online platforms, etc.) and participants are properly notified
 - ✓ Ensuring the preparation of interview assessment sheets and packages for panel members
 - ✓ Serving as interview panellists
 - ✓ Liaising with candidates and informing them of date and time of interviews as well as providing them with the relevant information to facilitate easy access to the interview

- ✓ Tallying results from interviews and assessment centres and submitting final report to the Director, HRMD for review and directives on next steps
- ✓ Requesting Referee Reports and following-up with requests
- ✓ Submitting requests to Jamaica Constabulary Force for vetting/background checks to be conducted on prospective employees
- Prepares submissions for the employment of successful candidates to the Human Resource Executive Committee (HREC) for consideration;
- Prepares correspondence to seek approval for contractual engagements from the Ministry of Finance and the Public Service;
- Prepares employment contracts for submission to the Legal Officer for review and finalization;
- Ensures that employment contracts are properly signed and witnessed;
- Processes requests for gratuity payments;
- Coordinates and conducts Exit Interviews;
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Assists with the recruitment and selection of other categories of staff within the Department.

Required Knowledge, Skills and Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of Government of Jamaica recruitment and selection practices
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in human resource management, preferably in the Public Sector, in an organization of similar size and complexity.

8. Branch Manager 3 (PTO/PMA 3) - 2 posts

Job Purpose

Under the direct supervision of the Regional Manager, the Branch Manager 3 directs, co-ordinates and manages the operations of the Post Office effectively and efficiently. The incumbent is responsible for the management of (the suite of services offered) mail and parcels and undertakes the custody and accounting for cash and stock of postage stamps and other items of value.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Corporate, Operational and Unit Plans and the accompanying capital and recurrent Budget for the Division;
- Collaborations with the Regional Manager to develop the Post Office Operational and Unit Plans and Budget;
- Prepares Individual Work Plan in collaboration with supervisor;
- Assists with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Participates in the preparation of World Post Day activities;
- Certifies Travel Claims for Officers under supervision;
- Provides leadership and direction to staff to ensure organizational standards and policies are maintained and followed;
- Makes proper arrangements for daily opening and closing of Office, and the custody of key(s);
- Attends Departmental meetings and reports on (Postal Branch) Post Office activities and provides feedback to staff;
- Convenes Staff Meetings to ensures effective and efficient management in the (Postal Branch) Post Office;
- Advises and makes recommendations to the Regional Manager on the development of the Post Office;
- Advises Regional Manager on activities affecting the (Postal Branch) Post Office;

- Liaises with Members of Parliament in the constituency in relation to the (Postal Branch) Post Office;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Represents the Department at forums, conferences, meetings and seminars, disseminates information/knowledge gained to Staff and implement change where necessary.

Technical/Professional:

- Ensures prompt and accurate dispatch of mail to feeder Post Offices and Central Sorting Office by monitoring Mail Drivers and Motor Bike Raider arrivals; to dispatch and sign off on claims;
- Acts as custodian for all main stock cash, stamps and valuables assign to the Post Office and securing item in the vault on behalf of the Postmaster General in accordance with the FAA Act regulations;
- Prepares for submission Cash Book Statements of Revenue and Expenditure, Daily Mail Statistics and Monthly Reports of all transaction to the Regional Manager and the Senior Director, Finance;
- Prepares Cash Statements of receipts and expenditures and submits to the Regional Manager;
- Ensures dual custody check of all cash, stock and valuables received against remittance advice;
- Manages the stock level and Imprest in staff's possession ensuring that there is adequate Imprest and stock at all times;
- Conducts routine checks of Imprest and stock held by staff to ensure that there is no misappropriation of funds;
- Ensures that results of audits/checks are properly recorded and that staff signs and dates same;
- Collects revenues daily and makes daily deposits to the Postmaster General's Account directly or by registered mail;
- Records the receipts and disbursement of Imprest, cash and stock daily;
- Reconciles and balances the revenue, deposit and Commercial Services Book daily;
- Maintains an up-to-date Till Book by recording Imprest and stock assigned to staff and ensures custodians sign for all valuables on a monthly basis;
- Remits excess cash to the Miscellaneous Revenue Account in the Finance and Accounts Branch and makes notation in the appropriate Register/Book;
- Ensures that shortages are rectified to reflect the correct balance of monies received with immediate effect;
- Maintains an up-to-date Receipt Book Register;
- Ensures that all official records for the assigned Post Office are maintained appropriately;
- Supervises activities pertaining to PATH payments; assists with PATH payment and reconcile statements;
- Monitors and reviews information entered on the Automated Track and Trace Systems regarding letters and parcels and makes the required changes were necessary;
- Supervises the collection of revenue for private letter boxes and operations ensuring that the revenue collected are recorded in the appropriate book and receipts are issued;
- Collects, collates and safeguards information, data and evidence in all its various forms and disseminates to those authorized on a need to have, know basis;
- Initiates investigations solely and or co-operatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the Nation's Postal System;
- Provides support to training development and implementation;
- Provides support in the monitoring and assessment of customer satisfaction;
- Assists with the continuous review of postmen districts.

Human Resource Management:

- Participates in recruitment, transfer and, promotion of staff;
- Ensures the developmental and welfare needs of the staff are identified and addressed;
- Reviews, monitors and evaluates the performance of staff and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Post Office and the Department's goals;
- Fosters an atmosphere of trust, high ethical and confidentiality standards;
- Administers in conjunction with the Human Resource Management Unit, the discipline of staff at the Post Office;
- Engages in local Succession Planning with a view to support Human Resource strategic objectives;
- Ensures that the Attendance Register is maintained and that attendance reports, involving all staff are prepared and submitted;
- Manages Departmental/Casual and Sick leave in accordance with the Staff Orders and internal guidelines;
- Approves/Recommends Vacation Leave for staff as appropriate and ensures submission to the Regional Manager and the Human Resource Management and Development Branch;

- Ensures that direct reports are informed of organizational policies, procedures and standards;
- Deploys staff to meet the changing workflow to ensure staff is effectively utilized and productivity optimized;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of Post Industry and its Operations
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the FAA Act
- Knowledge of the Staff Orders and the Public Service Regulations
- Sound knowledge of accounting principles and practices
- Sound knowledge of Records Management
- Excellent oral and written communications skills
- Customer Service and interpersonal skills
- Leadership skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field from an accredited tertiary institution;
 - Two (2) years' related experience at a supervisory level.
- OR**
- National Council on Technical and Vocational Education and Training (NCTVET) - Business Administration Level 3 or related field from an accredited tertiary institution;
 - Three (3) years' related experience at a supervisory level;
 - Certificate in Customer Service (1 year course) would be an asset;
 - Certificate in Supervisory Management (1 year course) would be an asset.

Special Conditions Associated with the Job

- High Risk Environment;
- Exposure to large sums of money;
- Exposure to criminal activities with local, regional and international reach.

9. Human Resource Officer (OHAS) (GMG/AM 4)

Job Purpose

The Human Resource Officer (Occupational Health and Safety) (GMG/AM 4) ensures the general welfare of the staff by administering the Department's Wellness Programme. The incumbent also organizes social and community activities.

Key Responsibilities

Administrative/Managerial:

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed.
- Prepares status and other reports;
- Provides administrative support in respect of welfare and Occupational Health and Safety matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Co-ordinates and monitors all staff welfare programmes;
- Processes payments from Welfare Fund to members;
- Co-ordinates counseling for staff by liaising with the Employee Assistance Programme or other relevant Agencies;
- Co-ordinates with the Human Resource Development Section to educate all employees on health matters and work-life balance practices by way of workshops, seminars and one on one discussions;
- Co-ordinates with external parties, forums, or presentations on Health, Safety, Disaster Management and other current issues for staff;
- Co-ordinates health, welfare and social activities for the Department;

- Participates in the implementation of the Department's Hurricane Plan;
- Makes home and hospital visits for staff who are ailing
- Co-ordinates the use of the Department's Bus for attendance at funerals and other social activities;
- Liaises with medical practitioners regarding mentally ill staff;
- Organizes Safety Warden simulation exercises island-wide and mobilizes teams in case of an emergency;
- Assists in coordinating the establishment of a Welfare Committee
- Serves as a member of the Occupational Health and Safety Committee;
- Manages the collection and distribution of Thermo Luminescence Dosimetry (TLD) badges;
- Co-ordinates the distribution of first aid items for the Department;
- Conveys condolences to staff regarding the passing of their relatives and other staff;
- Assists with developing and implementing health and safety policies;
- Conducts inspections and reports hazards or defects that require rectification;
- Maintains an Accident Log, investigates accidents and recommends improvements in safety standards if required;
- Co-ordinates with the relevant stakeholders, training/sensitization for staff in occupational safety (issues, protective clothing and equipment) where necessary;
- Acts as a key point of contact for staff with queries or concerns regarding the safety of the workplace;
- Processes injury on the job requests by:-
 - ✓ Gathering the relevant information regarding the incident
 - ✓ Submitting a report to the Postmaster General for the treatment of leave and the Attorney General's ruling regarding reimbursement
 - ✓ Submitting claim forms to National Insurance as required; and
 - ✓ Submitting claims to the Attorney General for reimbursement of funds expended.

Other:

- Performs any other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of Occupational health and safety practices
- Microsoft Office Suite or relevant computer applications
- Good planning, organizing and co-ordinating skills
- Good customer service and interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work on own initiative and with a team

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide.

10. Property Officer (GMG/AM 4)

Job Purpose

Under the direct supervision of the Property Manager GMG/SEG 3, the Property Officer (GMG/AM 4), will ensure that all property services related to licences, leases, rental, and updated Property Registry are in accordance to Industry regulations and the Department's established policies and procedures. Additionally, the incumbent ensures that all properties vested with the Postmaster General being transferred have registered titles to generate for ease of Business. The officer also manages pest control, waste management and other critical building and property support services.

Key Responsibilities

Management/Administrative:

- Collaborates with Supervisor to prepare, sign and submit Individual Work Plans;
- Prepares and submits to Property Manager Status Report on activities of the Branch in keeping with Operational Plan and Work Plan;
- Assists with the development and implementation of the Corporate/Operational Plan for the Branch;
- Assists with the review of systems and procedures for the effective operation of the Branch;
- Collates and produces comprehensive reports on the performance of the section;
- Assists with the implementation of Safety and Environment Management Plans;
- Assists in developing and maintaining records for the building and maintenance management of facilities and properties under the purview of the Department;
- Contributes to the formulation of the Department's Disaster Recovery Plan in regard to furniture, equipment and other paraphernalia.

Technical/Professional:

- Liaises with the National Land Agency and parent Ministry on the valuation and rental/leases of properties in the possession or care of the Post and Telecommunications Department (PTD);
- Follows-up on valuation reports from private realtors/valuators;
- Establishes and maintains an accurate and updated Property Register of all Government owned properties in the possession or care of PTD and all privately owned properties rented to PTD;
- Establishes and maintains an accurate and updated landlord, tenant and licensee register of all persons with whom the Department has entered into an agreement as landlord or tenant or whom licences have been granted;
- Creates and maintains an updated, accurate and organized Records/Filing System in respect of each landlord, tenant and licensee including as applicable, a completed and signed application form;
- Prepares and dispatches accurate monthly invoices to each tenant/licensee in respect of rent, utilities and or other fees;
- Monitors and maintains an accurate, current record of the payment of rent, license fees and utilities and all other fees in respect of each property;
- Monitors compliance with the terms and dates of expiration of each lease/license in accordance with the Property Administration and Management Policy of the Department;
- Prepares and submits a quarterly listing of all tenants and licensees who are in default of their obligation to pay rent, licence fees and or other obligations;
- Prepares and updates periodically in collaboration with the Superintendent and Senior Property Repairs and Maintenance Officers a comprehensive list of all properties in need of repairs and upgrades to inform the Work Plan of the Branch; prepares and submits Bi-annual reports of the state of the properties;
- Receives concerns and inquiries from occupants of the Department owned, rented or leased and submits to the Facilities/Property Maintenance Manager for appropriate action;
- Obtains and compiles requests from Regional Managers, Branch Managers and Senior Property Repairs and Maintenance Officers for minor plumbing, electrical, carpentry and grill repairs to the facilities, properties and Post Offices island wide;
- Communicates to managers approval granted for work to be undertaken by contractors and submits bills with accompanying documentation to the Finance and Accounts Division for payment;
- Maintains contact with the Jamaica Public Service Company (JPS), National Water Commissions (NWC), and Flow Jamaica Ltd. for provision of new services, maintenance and improvement of existing services for the Corporate Offices and Post Offices island wide;
- Liaises with the Rent Assessment Board and Legal Officer PTD, for interpretations and application of the provision of legislation, policies and guidelines on property rental and lease agreement;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Property maintenance and administration
- Knowledge of Real Estate Act and Procurement Guidelines
- Knowledge of Rental Accounting
- Knowledge of The Laws of Real Property
- Knowledge of Facilities planning, processes and practices
- Knowledge of the preparation of bidding documentation for procurement
- Knowledge of Collecting and analyzing data for maintenance purposes
- Knowledge of Contract negotiations and drafting
- Knowledge of Current property management practices
- Microsoft Office Suite or relevant computer applications

- Good planning, organizing and co-ordinating skills
- Good customer service and interpersonal skills
- Good oral and written communication skills
- Ability to work on own initiative and with a team

Minimum Required Qualification and Experience

- Associate Degree in Management Studies or Business Administration or the equivalent from an accredited institution;
 - Training in Estate or Property Management is an asset;
 - Plus two (2) years working experience in a related field.
- OR**
- Any other equivalent combination of qualification and experience.

Special Conditions Associated with the Job

- May be required to work beyond and outside of normal working hours in emergencies or to meet project deadlines;
- Certificate in Accounting, Management Studies, Business Administration, Public Administration or Government Accounting or equivalent.

11. Registrar (PIDG/RIM 3)

Job Purpose

Under the direct supervision of the Senior Human Resource Officer (RIMS) the Registrar (PIDG/RIM 3) is responsible for assisting with the management of the Branch's Human Resource Information Systems and ensuring that personnel records are secured and efficiently maintained.

Key Responsibilities

Administrative/Managerial:

- Prepares Individual Work Plan;
- Oversees the operations of the Unit in the absence of the Senior Human Resource Officer, Records and Information Management Systems;
- Prepares status and other reports as required;
- Responds to queries and complaints regarding matters affecting the operation of the Registry;
- Attends meetings and other fora as required.

Technical:

- Develops, implements and ensures the maintenance of an Outcard System for recording and tracking files on issue;
- Implements and maintains a File Bring-up System;
- Implements and maintains a Temporary File System;
- Reviews and implements requests for creation of files;
- Creates and maintains File Index for the Branch;
- Co-ordinates Records Inventory to set Retention and Disposition Schedules;
- Creates and maintains a Manual and an Electronic Master File Directory with appropriate access points of records and files;
- Secures and maintains confidential files and monitors adherence to security procedures;
- Participates in the development and review of operational systems and Procedural Manuals for the efficient execution of functions within the Unit;
- Liaises with Secretaries in the Branch to ensure their compliance with established procedures and approved records management principles;
- Co-ordinates and participates in record/file audits;
- Oversees and participates in the maintenance of files/records including creation, receipt, storage, retrieval and disposition;
- Contributes to the development, implementation and maintenance of a Disaster Preparedness Plan for the Branch's records;
- Prepares and maintains Period of Service Records;
- Assists with maintaining ECENSUS and other databases;
- Assists with maintaining Staff Lists.
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of The Staff Orders for the Public Service

- Knowledge of Government of Jamaica Records and Information Policy
- Knowledge of Established Records and Information Management Systems and Procedures.
- Knowledge of the importance of information privacy and security
- Proficiency in Microsoft Office Suite
- Good planning, organizing and co-ordinating skills
- Good customer service and interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work on own initiative and with a team

Minimum Required Qualification and Experience

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

12. Assistant Human Resource Officer (Leave) (GMG/AM 3)

Job Purpose

The Assistant Human Resource Officer (Leave) is responsible for providing administrative support by processing all leave applications and maintaining Leave Records.

Key Responsibilities

Administrative:

- Prepares Individual Work Plan;
- Prepares status and other reports;
- Attends meetings, conferences and other fora as required;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Computes and processes all types of leave; prepares leave records and approval/non-approval letters;
- Ensures that leave records are kept up-to-date and are easily retrievable;
- Provides advice to managers and staff on all types of leave;
- Checks and responds to staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to staff regarding their maximum of Vacation Leave eligibility;
- Prepares Departmental and Vacation Leave Rosters;
- Monitors Attendance Registers by updating and drawing red lines daily to indicate Officer's unpunctuality;
- Prepares leave information to support submissions (accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, Study and No-pay Leave) for Human Resource Committee meetings;
- Prepares final leave computations for transfers, resignation and retirement for submission to the relevant stakeholders for continued use, verification and payment as required.

Required Knowledge, Skills and Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD service
- Good knowledge of Government of Jamaica leave administration practices
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

13. Postal Accounts Administrator (Airlines Officer) (GMG/AM 2)

Job Purpose

Under the direct supervision of the Manager, Local and International Mail Transport, the Postal Accounts Administrator (Airlines Officer) (GMG/AM 2) is responsible for verifying and requesting payments for Airlines; updating flight schedules, and monitoring airline performance to ensure that outbound mail meets or exceeds established delivery standards.

Key Responsibilities

Technical/Professional:

- Collaborates with direct supervisor in the preparation, signing and submission of the Individual Work Plan;
- Maintains an accurate Physical and Electronic Filing System;
- Reminds airlines to submit their invoices in a timely manner;
- Verifies airlines' invoices and submits all to the Manager;
- Prepares memoranda to the Senior Director of Finance requesting payments to airlines for verified invoices and notifies respective airlines when payment has been made/transferred;
- Records all payments in Analysis Book;
- Prepares and ensures the dissemination of consolidated hardcopy and electronic flight schedules for the conveyance of mail for all destinations and makes the schedules available to the relevant stakeholders for the conveyance of mail;
- Assists in determining the most economic and efficient route to transport mail by reviewing airline feasibility costs;
- Maintains and monitors airlines' handover times data against delivery standards and contractual agreements;
- Updates database with the most recent International Mail Processing Centre (IMPC) list from UPU;
- Liaises with the relevant airlines and operational areas when necessary;
- Investigates mail discrepancies highlighted by Postal Administrations;
- Advises Manager on matters impacting the Unit;
- Replies electronically to queries from airlines regarding invoices;
- Informs airlines of irregularities on invoices received;
- Prepares and submits Quarterly Comparative Analytical Reports to the Manager;
- Provides Postage Rate Sheets to Post Offices (Postal Branches), Postal Agencies and Customers;
- Participates and attends meetings and the Civil Aviation Authority Expo;
- Keeps abreast of circulars, standards, guidelines, policies, procedures and legislation for the Industry regarding factors that may impact deliverables;
- Assists in research and compilation of data and reports.
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the Government/Department's policies and procedures
- Knowledge of the FAA Act
- Knowledge of the Staff Orders
- Knowledge of the Public Service Regulations
- Knowledge of Records Management skills
- Knowledge of General accounting principles
- Knowledge of World geography (general knowledge)
- Proficiency in Microsoft Office Suite
- Good planning, organizing and coordinating skills
- Good customer service and interpersonal skills
- Good oral and written communication skills

Minimum Required Qualification and Experience

- Certificate in Accounting, Management Studies, Business Administration, Public Administration or Government Accounting or equivalent;
- Four (4) CXC/GCE Subjects including English Language, Mathematics/Accounts and Geography and;
- One (1) year working experience preferably in Administration, Accounting or Finance.

14. Driver 2 (LMO/DR 2)

Job Purpose

Under the direction of the Transport Manager, the Driver 2 (LMO/DR 2) will be responsible for conveying materials, parcels, equipment, and staff of the organization to scheduled locations in a safe, efficient and secure manner, as well as going on errands as deem necessary.

Key Responsibilities

Technical/Professional:

- Collaborates with Supervisors in the preparation and sign Individual Work Plan;
- Transports designated staff to assigned locations;
- Collects resource material and delivers internal mails to various offices and keeps and account of items in the Mobile Unit;
- Loads and unloads goods/equipment;
- Maintains and updates the Driver's Log Sheet;
- Inspects and advises supervisor on motor vehicle condition;
- Submits Reports on any motor vehicle defects/accidents;
- Ensures the proper usage and care of assigned motor vehicle;
- Collects and signs for fuel, oil where necessary and accounts for all receipts for fuel received;
- Checks the vehicle each morning to ensure that the braking and signaling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tires, tools and jack are in place and ensures that any puncture tyre on the unit is changed before Driving Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage discovered to the relevant personnel promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Assists with the transportation of mail from Head Office to locations in the Corporate Area;
- Assists in loading and unloading vehicles occasionally;
- Performs any other related duties that may be assigned by the Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Jamaican road codes
- Excellent dexterity skills
- Good knowledge of Jamaica road network
- Working knowledge of auto-mechanics

Minimum Required Qualification and Experience

- Secondary school education;
- Basic training in Auto Mechanics;
- Valid General Driver's Licence and able to drive vehicle weighing 7000lbs with at least five (5) years driving experience.

Special Conditions Associated with the Job

- Extensive driving island wide;
- Lifting of items.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th March, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**