



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 96**  
**OSC Ref. C. 5166<sup>8</sup>**

10<sup>th</sup> March, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Office of the Services Commissions (OSC)**:

1. **Administrator (GMG/AM 3) (Not Vacant) - Recourse, Redress and Retirement Unit**, salary range \$1,753,837 - \$2,358,715 per annum.
2. **Administrator (GMG/AM 3) (Not Vacant) - Local Government Services Unit**, salary range \$1,753,837 - \$2,358,715 per annum.

1. **Administrator (GMG/AM 3)**

**Job Purpose**

Under the general supervision of the Deputy Chief Personnel Officer, Public Service Recourse, Redress and Retirement assumes responsibility for matters relating to the retirement of officers by approving the retirement of those who will attain the mandatory age of retirement, also retiring officers on medical grounds, ground of re-organization, abolition of post and for early retirements consequent on their requests, ensuring that retirement cases are dealt with expeditiously.

**Key Responsibilities**

***Management/Administration:***

- Provides interpretation/advice on Pensions Act, Public Service Regulations and Staff Orders;
- Approves retirement on appropriate grounds;
- Prepares submissions to the Public Service Commission for early/premature retirement and retirement on medical grounds, ground of re-organization and abolition of post;
- Prepares and updates records of retired officers;
- Prepares Quarterly Report to the Chief Personnel Officer;
- Provides guidance and advice on retirement matters to staff of Ministries/Departments;
- Receives and checks authenticity of documents to verify age.

***Human Resource Management:***

- Provides leadership to Secretary;
- Ensures that Individual Work Plan is developed and targets set;
- Maintains discipline of unit in absence of Deputy Chief Personnel Officer and Director;
- Performs other related duties assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communications skills
- Good interpersonal skills
- Confidentiality and integrity

***Functional:***

- Excellent knowledge of Public Service Regulations, Staff Orders and other policy manuals/documents
- Good analytical skills
- Good use of initiative
- Knowledge of Human Resource Management
- Good judgement

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

- First Degree in Social Sciences or related discipline from a recognized tertiary institution;
- One - two (1 - 2) years related work experience.

### **Special Conditions Associated with the Job**

- Signing rights;
- Approving retirement.

## **2. Administrator (GMG/AM 3)**

### **Job Purpose**

Under the general direction of the Assistant Secretary, Local Government Services (GMG/SEG 3) responsible for delivering a comprehensive range of administrative functions and personnel services in respect of staff in the Kingston and St. Andrew Municipal Corporation, Infirmary and Poor Relief Staff in the Unified service of the Municipal Corporations.

### **Key Responsibilities**

#### ***Management/Administration:***

- Examines and takes follow-up action on all correspondence, reports and documents submitted to the Office in respect of staff in the Kingston and St. Andrew Municipal Corporation, Infirmary and Poor Relief Staff in the Unified service of the Municipal Corporation;
- Examines and take follow-up action on all matters of Discipline in respect of staff in the Kingston and St. Andrew Municipal Corporation and in respect of Infirmary and Poor Relief Staff in the Unified service of the Municipal Corporations;
- Prepares submissions to the Local Government Services Commission;
- Assists in the recruitment of officers in the Municipal Corporations;
- Drafts agendas/reports and letters;
- Maintains proper statistical records for all categories of officers in the Municipal Corporations such as personal files and staff lists;
- Provides interpretation of Regulations/Acts to the Municipal Corporations;
- Makes recommendations to the Municipal Corporations in respect of their staff;
- Researches, verifies and analyzes data received on a daily basis;
- Performs any other related duties that may be assigned from time to time.

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

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

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent Integrity/Ethics
- Confidentiality

#### ***Functional:***

- Excellent knowledge of Municipal Service Commission Act, Public Service Regulations, Staff Orders and other policy manuals/documents
- Excellent interviewing skills
- Good analytical skills
- Good use of initiative

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

- First Degree in the Social Sciences or related discipline from a recognized institution;
- Two - Four (2 - 4) years working experience in Human Resource Management.

### **Special Condition Associated with the Job**

- Signing rights.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14<sup>th</sup> March, 2023 to:**

Director, Human Resource Management and Development  
Office of the Services Commissions (Central Government)  
30 National Heroes Circle  
Kingston 4

Email: [hrm@osc.gov.jm](mailto:hrm@osc.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