



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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13th 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 fill the **vacant** post of **Assistant Human Resource Officer (GMG/AM 2)**, in the **Human Resource Management and Development Department, Ministry of Foreign Affairs and Foreign Trade**, salary range \$1,370,094 – \$1,842,625 per annum.

Job Purpose

- Reporting to the Director, Human Resource Management the Assistant Human Resource Officer provides administrative support in the processing of staff benefits for pension, health insurance and National Insurance Scheme (NIS) benefits in respect of staff serving at Headquarters and at Missions overseas.
- To ensure that Period of Service Records for employees are updated and maintained manually and electronically on the Public Employees' Pension Administration System (PEPAS).

Key Responsibilities

Technical/Professional:

Pension Benefits:

- Advises the Senior Director, HRM&D of officers who will attain the mandatory age of retirement in the following year;
- Provides routine information and advice on pension matters to officers due to proceed on pre-retirement leave. Refers more complex issues to Supervisor;
- Liaises with the Accounts Department Trustee in Bankruptcy and other relevant Agencies to obtain information on whether persons due to retire are indebted to Government;
- Prepares and submits documents required for the processing of retirement benefits and compassionate gratuity electronically on PEPAS to the Pensions Branch;
- Prepares documents for submission to the Strategic Human Resource Management Division on matters relating to the verification of pre-retirement leave and the linking of service;
- Monitors the progress of each case until pension benefits are finalized.

National Insurance Scheme:

- Checks and transmits NIS Registration Forms to the NIS Office for processing. Maintains a Register with the NIS numbers of all members of staff;
- Advises staff of their eligibility for benefits under the National Insurance Scheme Act;
- Vets and submits claims for injury on the Job Compensation, Old Age Benefits and Funeral Grant to the NIS Office for processing.

Government Employees' Administrative Services Only (GEASO) Health Scheme:

- Submits completed applications from staff for registration under the Sagcor Health Scheme to the relevant authorities. Distributes approved Health Cards to staff;
- Facilitates requests for special claims. Forwards special claims with required supporting documents to the Sagcor Head Office on behalf of staff for processing;
- Advises Sagcor of changes in staff registration under the GEASO Health Scheme.

Taxpayer Registration Numbers:

- Submits completed Application Forms for TRN Registration in respect of locally recruited staff to the Tax Administration Jamaica for processing;
- Maintains record of TRN Registration Number for each member of staff.

Maintenance of Service Records:

- Maintains and updates (manually) Period of Service Records for staff serving in pensionable posts at Headquarters and Missions overseas;

- Obtains/provides information from/to other Ministries/Departments for staff transferred to/from the Ministry;
- Assists in maintaining Leave Records for home-based and locally recruited staff. Checks computations.

Miscellaneous:

- Assists with the dissemination of Circulars issued by the Ministry of Finance and the Public Service on conditions of service matters to staff at Headquarters and Missions overseas;
- Maintains Address Book for home-based staff serving at Headquarters and at Missions overseas;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Organizational awareness - knowledge of the Ministry's role and function
- General knowledge of the Staff Orders and the Foreign Service Orders
- General knowledge of GOJ Pensions Procedures
- Knowledge of the requirements for accessing benefits under the GEASO Health Insurance Scheme and the National Insurance Scheme
- Knowledge of leave computation techniques
- Strong customer service orientation
- Good oral and written communication skills
- Good interpersonal skills
- Good numerical skills
- Good knowledge of Computer Applications - Excel, Word
- Discretion - ability to exercise discretion in handling confidential staff matters

Minimum Required Qualification and Experience

- Diploma in Business Administration, Human Resource Management or equivalent combined with a least three (3) years' experience in general administration;
- Ability to use the (PEPAS);
- Certificate in Computer Applications.

Applications accompanied by résumés should be submitted **no later than Friday, 24th March, 2023 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
2 Port Royal Street
Kingston**

E-mail: recruitment@mfaft.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**