



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 122
OSC Ref. C. 6210/S5²⁰

10th 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

To ensure that all applications for Vacation Leave, Special Sick Leave, No Pay Leave, Leave of Absence, Study Leave and Recreational Leave are processed in accordance with the Staff Orders, The Foreign Service Orders and relevant circulars and directives issued by the Ministry of Finance and the Public Service.

Key Responsibilities

Technical/Professional:

Maintains and updates service records and other staff related records

- Updates and maintains the Service Records for all members of staff;
- Maintains and updates leave of absences for all members of staff;
- Obtains/provides information from/to other Ministries, Departments for staff transferred to/from the Ministry of Finance and the Public Service;
- Assists in the monitoring of the Time and Attendance Register by preparing the list of staff who are absent/late;
- Process application for staff Vacation, Special Sick, Maternity and No Pay leave.

Assists in the preparation and documentation of matters relating to leave of entitlements

- Calculates leave entitlements for all home based staff;
- Advises staff on matters relating to the granting of leave;
- Assist with the preparation of draft submissions to the Chief Medical Officer – Ministry of Health and Wellness for Medical Board to determine suitability of officers who have been on extended sick leave or recommendations for special sick leave;
- Assists in the preparation of the Leave Roster and the processing of leave accumulation;
- Requests forecast of Vacation Leave to be applied

Prepares documents relating to the payment of Pension and other staff benefits

- Advises staff on routine/simple pension matters while referring more complex issues to supervisor;
- Obtains information on financial status, of persons close to retirement, from the Accounts Branch;
- Prepares and submits documents for the processing of retirement benefits to the Pensions Branch;
- Assists in the preparation of documents for submission to the Strategic Human Resource Management Division on matters relating to pre-retirement leave and the linking of service;
- Assists in the preparation of list of employees who are eligible for Long Service Award;
- Performs any other related duties that may be assigned from time to time within the training of the Officer.

Required Knowledge, Skills and Competencies

- Organizational awareness - general understanding of the Ministry's role and function
- Basic knowledge of Microsoft office tools
- Knowledge of Personnel Management and Administration in Government
- Knowledge of the Foreign Service Orders is an Asset
- Knowledge of the Governments Staff Orders
- Good interpersonal skills
- Good oral and written communication skills

- Basic organizing skills
- Good time management skills

Minimum Required Qualification and Experience

- Diploma in Human Resource Management or Public Sector Management;
- One (1) year experience in a related area;
- Successful completion of four (4) CXC's, inclusive Mathematics and English;
- Two (2) years' experience in a related area or any other equivalent combination of experience or education.

Applications accompanied by résumés should be submitted **no later than Thursday, 23rd 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