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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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9th 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 following **vacant** posts in the **Corporate Services Division/Human Resource Management and Development Branch, Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Manager, Employee Relations (GMG/SEG 2)**, salary range \$3,332,803 - \$4,482,249 per annum.
2. **Senior Human Resource Officer (HRMIS) (GMG/SEG 1)**, salary range \$2,735,387-\$3,678,791 per annum.
3. **Human Resource Officer (Staffing and Benefits) (GMG/AM 4)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Manager, Employee Relations (GMG/SEG 2)

Job Purpose

Under the supervision of the Director, Human Resource Management and Development, Manager, Employee Relations (GMG/SEG 2) has responsibility for managing Industrial Relations issues, designing, and implementing Health, Wellness, and welfare programmes to facilitate a harmonious working environment. The incumbent is also responsible for making recommendations for the revision of benefits for all employees and for promoting Occupational Health and Safety standards within the Ministry thus fostering a safer and healthier work environment.

Key Responsibilities

Management/Administrative:

- Preparing Individual Work Plans based on alignment with Branch's Operational Plan
- Preparing Annual/Quarterly/Monthly reports as required
- Contributes to the development of the Division's Operational, Strategic Plan and Budget
- Participates in meetings, seminars, conferences, and workshops as required.

Technical/ Professional:

To ensure that staff members have opportunities for their development and welfare and that they work in an environment/climate conducive to motivating them and ultimately enhances productivity:

- Develops wellness programmes based on needs identified within the Ministry and implements programmes in collaboration with various Divisions;
- Implements designated programmes related to staff welfare issues e.g. canteen, sports, transportation, First Aid, Rest Room/facilities and community involvement;
- Liaises with Branch/Heads to determine best wellness strategies for the development and maintenance of good working environment and relations;
- Develops/adapts the HIV Workplace Policy for the Ministry;
- Develops and delivers training sessions, in collaboration with Human Resource Development Unit, to various members of staff;
- Supports managers to maintain safe systems of work and implement best practices, including providing specialist advice, coaching and practical support as needed;
- Develops wellness advisories for circulation among staff;
- Manages the registration of employees to the Government Employees Transport Services (GETS) for travel needs;
- Organizes counselling sessions in conjunction with the Public Sector Employee Assistance Programme (PSEAP) and the Staff Counsellor to aid the development of staff;
- Maintains professional contacts with Care Institutions and other providers to facilitate the provision of referral services as required;

- Leads in the planning of Welfare and Social Events such as Sporting events, Appreciation functions and Office Parties, in collaboration with the Social Committee;
- Prepares findings and recommendations reports based on site visits and audits conducted;
- Provides advice to the Ministry's Departments and Agencies for the streamlining of procedures;
- Ensures installation and continuous training of Safety Wardens;
- Prepares progress notes, summaries and other reports as required.

Promotes and implement occupational Health and Safety Standards in keeping with the relevant Acts and Regulations:

- Develops and implements the Ministry's Health and Safety policy in consultation with various Divisions and in keeping with Public Sector guidelines;
- Monitors, evaluates and reviews Health and Safety policies and practices to ascertain continued effectiveness and applicability;
- Advises on a range of specialist areas, such as fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases;
- Manages and organizes the safe disposal of hazardous substances e.g. Asbestos;
- Identifies and meets employee training needs in relation to Office health and safety;
- Conducts risk assessments on existing or potential Office Health and Safety issues;
- Implements and assist managers to implement office health and safety procedures;
- Conducts site visits and audits to evaluate compliance and effectiveness of Health and Safety systems and procedures;
- Keeps abreast with current Health, Safety and Wellness trends and best practices for continued improvement to Ministry policies, strategies, and programmes;
- Manages the collection, storage and analysis of accident and other Health and Safety data to produce Management Reports, identifies trends and recommends corrective action\ investigates circumstances and causes of accidents and takes necessary steps to prevent recurrence;
- Ensures that staff members are sensitized on emergency exit/escape routes and assembly points;
- Ensures that emergency drills are conducted (fire etc.);
- Investigates accidents and prepares reports for Human Resource Management Committees (HRMC);
- Communicate frequently with management to report on the status of Occupational Health and Safety programmes.

Plans, co-ordinates and directs activities for the prevention and resolution of industrial disputes and grievances:

- Monitors the implementation of Labour Relations strategies to ensure organizational compliance with relevant legislation, Industrial instruments, Organization and Government policy;
- Conducts research on Labour Relations matters to ensure the continued update of policies in keeping with government and international standards;
- Liaises with the Legal Services Unit regarding disciplinary, grievance and other Industrial Relations issues;
- Mediates and resolves conflicts within the workplace;
- Assists with vetting and approves charges and directs the arrangement of disciplinary hearings;
- Liaises with Disciplinary Committees and staff/Union Representatives to ensure completion of disciplinary/grievance processes;
- Liaises with internal stakeholders to assist in managing the Human Resources during any restructuring within the Organization;
- Researches and investigates concerns by managers, employees and Unions and determines strategies to address potential/alleged breaches of Industrial Policies or Statutory Entitlements;
- Oversees the investigation of and reports accidents or incidents to the relevant persons;
- Monitors organizational change processes and ensures appropriate communication and consultation with employees and their Unions to mitigate the risk of Industrial disruption and ensure that organization's priorities are met;
- Oversees the monitoring of employees' attendance and absenteeism and takes necessary action.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skill
- Excellent interpersonal skills

- Team and results oriented
- Excellent planning and organizing skills
- Sound ethics and integrity
- Demonstrated use of initiative
- Excellent knowledge of office health, wellness and safety policies and strategies
- Good analytical and problem-solving skills
- Working knowledge of government operations and systems
- Sound Knowledge of Human Resource processes and procedures
- Working knowledge of counselling theories and techniques, such as behaviour modification, individual or group therapy
- Knowledge in Industrial Relation practices
- Sound knowledge of computer applications

Minimum Required Qualification and Experience

- Bachelor in Human Resource Management or Management Studies or equivalent studies
- Training in IR and Occupational Safety;
- Four (4) years' progressive experience in the Human Resource Management field.

2. Senior Human Resource Officer (HRMIS) (GMG/SEG 1)

Job Purpose

Under the supervision of the Director, Human Resource Management, the Senior Human Resource Officer (HRMIS) is responsible for managing the Human Resource Management Information Systems and personnel records, facilitating accurate capture and integrity. The incumbent will update and maintain an automated HRMIS thereby enhancing and supporting the HR decision making capabilities and other activities within the Branch.

Key Responsibilities

Management/Administrative:

- Develops, implements, maintains, and manages Standard Operating Procedures for personnel records;
- Ensures accurate documentation process/procedures manuals are designed and updated for all HRMIS processes;
- Provides recommendations on organizational policy matters related to HRMIS;
- Responds to enquiries and complaints concerning Records and Information Management;
- Serves on various committees internal and external to the Ministry;
- Represents the Ministry at Seminars, Conferences, Symposiums, etc.

Technical/Professional:

- Automates applicable human resource processes;
- Assists with maintaining the following lists/schedules:
 - ✓ Staff Lists
 - ✓ Staff Attrition Lists
 - ✓ Travelling Officers/Motor Vehicle Documents
 - ✓ Integrity Commission Declarants
 - ✓ New Employee List
 - ✓ Other databases and schedules
- Assists in creating HR workflow system solutions to support strategies and initiatives;
- Maintains security access codes ensuring system is secured at all times;
- Liaises with Information and Communication Technology Branch and other key personnel to ensure smooth operation of HRMIS;
- Collaborates with IT Manager/Business Analyst to maximize the utilization of Human Resource systems to automate standard processes by:
 - ✓ Identifying opportunities for improving Human Resource processes through information systems changes
 - ✓ Developing HR systems to support the production of various reports
 - ✓ Co-ordinating upgrade and maintenance of HR systems and resolving technical difficulties
 - ✓ Monitoring HRMIS systems and other interfaces to ensure they function appropriately
- Conducts Data Entry activities, including updating the Human Resource Management Enterprise System (MyHR+);
- Reviews and implements requests for creation of new system files/records;
- Monitors the creation and maintenance of File Index and Classification System;

- Participates in the orientation of new employees and conducts training of staff in utilizing MyHR+ System Self Service;
- Ensures that Information Management Databases are developed and maintained;
- Conducts research and generates special and routine reports;
- Provides management information to streamline workflow and support work force planning and management;
- Responds to HR queries within scope of duties or refer to responsible officers;
- Conducts research and keeps the Branch abreast of Industry related changes and incorporates best practices in workflow;
- Assists with reviewing and documenting processes geared at improving HR operational activities;
- Prepares quarterly newsletter and publications for staff;
- Performs related duties as assigned.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Teamwork and Corporation
- Good Interpersonal skills
- Good problem-solving and decision-making skills
- Client and Quality Focus/Commitment to Service Quality
- Adaptability and initiative
- Integrity and Confidentiality
- Methodical
- Good planning and organizing skills
- Goal/Result Oriented
- Analytical Thinking
- Sound knowledge of GOJ Access to Information Act
- Knowledge of GOJ Records Management practices, policies, principles, standards, and guidelines
- Sound knowledge of the Staff Orders and Public Service Regulations
- Proficient in the use of Microsoft Word, Excel
- Use of Technology related to Records and Information Management (software/systems/programs).

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management or related field from a recognized tertiary institution;
- Training/Certificate in Records Management or Information Technology;
- Two (2) years' experience working in Records and Information Management in Human Resource Management in an organization of similar size and complexity.

2. Human Resource Officer (Staffing and Benefits) (GMG/AM 4)

Job Purpose

Under the supervision of the Director, Human Resource Management, the Human Resource Officer (Staffing and Benefits) undertakes Human Resource Management staffing and benefits activities in accordance with established policies and procedures in order to achieve the Ministry's strategic objectives.

Key Responsibilities

Management/Administrative:

- Attends conferences, meetings, workshops and seminars as required;
- Provides Human Resource Management advice and guidance to Heads of Division/ Department/Unit.

Technical/ Professional:

- Prepares job advertisement for approval in respect of vacant positions after consultation with Director Human Resource Management, for assigned group of employees;
- Prepares shortlisting matrix for submission to Recruiting Manager;
- Prepares Schedule of Short-listed applicants and advises applicant of date, time and venue for interview;
- Participates in the recruitment, selection and appointment of staff;

- Prepares documents and makes necessary arrangements for interviews including selection mechanism;
- Conducts and documents background checks of successful applicants;
- Investigates queries by the Office of the Services Commissions and provides information;
- Administers selection assessments for officers as required;
- Assists with conducting orientation programmes for new employees to ensure that new employees are aware of the policies, procedures and regulations of the Division and the Ministry;
- Assists in conducting and analyzing Exit Interviews for employees who are separating from the service and ensures that all separation matters are satisfactorily settled;
- Provides professional advice on the interpretation of Human Resource policies, procedures/guidelines for the Ministry;
- Prepares submissions in respect of recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to HREC for approval;
- Apprises the Heads of Branches of officers who are acting in clear vacancies, employed in clear vacancies and request recommendations as to their suitability for appointment/promotions;
- Prepares letters and distributes approval from HREC for acting appointments, temporary employment, promotions, appointments, resignations, and termination and ensures the Salaries Unit is advised to effect payments;
- Process employee benefits (such as GEASO health care, government loans, duty concession & grants and transportation for government employees as directed);
- Assist with maintaining Staff Lists and Period Of Service Records;
- Conducts research and generates special and routine reports;
- Performs any other related duties that may be assigned from time to time.

Human Resource:

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation of Succession Planning Framework in collaboration with the Human Resource Division through the development of Procedural Manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of Division/Unit for the Orientation Programme.

Required Knowledge, Skills, and Competencies

- Good oral and written communication skills
- Good Interpersonal and customer relation skills
- Results and team oriented
- Integrity and confidentiality
- Ability to use own initiative
- Understanding of the Staff Orders and the Public Service Regulations
- Knowledge of principles and practices of Human Resource Administration
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource or Public Administration/Public Sector Management or related discipline;
- Two (2) years related experience.

OR

- Associate Degree/Diploma in Human Resource or Public Administration/Public Sector Management;
- Four (4) years related experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd March, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.gov.im

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 'MT', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**