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(CENTRAL GOVERNMENT)
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6th 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 **Human Resource Development and Management Division, Office of the Prime Minister (OPM)**:

- 1. Senior Human Resource Officer (Training and Development) (GMG/SEG 1) - (Not vacant), salary range \$2,735,387 - \$3,678,791 per annum.**
- 2. Senior Human Resource Officer (Organization and Development) (GMG/SEG 1) - (Not vacant), salary range \$2,735,387 - \$3,678,791 per annum.**

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

Job Purpose

Under the general supervision of the Director, Human Resource Development, the Senior Human Resource Officer (HRD) supports the administration of training and development programmes that fosters a learning environment and prepares employees to meet the goals and objectives of the Office of the Prime Minister (OPM) and the Office of the Cabinet (OC).

Key Responsibilities

- Participates in the design, development and preparation of training programmes and materials for in-house courses;
- Process nominations for training courses offered locally and overseas;
- Assists with co-ordinating the arrangements for local and overseas training programmes/courses;
- Assists with preparing and conducting the training/general needs surveys and collating and analyzing data;
- Conducts research and produces information to support employee development programmes;
- Assist with the evaluation of the impact of training courses on job performance;
- Circulates information on available training courses/opportunities to staff using appropriate mechanisms such as email, the HRDM Portal and the Notice Boards as directed by Director, HRD;
- Prepares Press Kits for training sessions and conducts sessions when required;
- Generates target group list for training sessions/programmes;
- Prepares flyers for training sessions and circulate to staff;
- Updates Employee Records with certified copy of qualification certificate and congratulatory letter;
- Receives and reviews applications for Tuition Refund. Prepares schedule for review by Director HRD prior to submission to Human Resource Executive Committee (HREC);
- Reviews Employee Records to facilitate payment of Qualification Increment;
- Receives applications for Day Release/Study Leave and ensures conformity and eligibility to Office of the Services Commissions (OSC) and HREC;
- Drafts Day Release/Study Leave and Time-Off Schedules; Tuition Refund Schedule for review by the Director, HRD prior to submission to the HREC;
- Prepares submissions to the Cabinet Secretary and/or Permanent Secretary for approval based on recommendations from HREC Meetings;
- Request relevant documents in relation to Study Leave/Day Release and follow up to ensure that they are submitted to the HRDM Division;
 - ✓ Timetable for each semester
 - ✓ Progress Reports for each semester of study
 - ✓ Resumption Letter when staff returns to work upon completion of studies.
- Prepares Quarterly Reports on status of staff who receives Study Leave/Day Release benefits for submission to Director, HRD;

- Assists the Director, HRD in carrying out the steps required to successfully execute the hosting of each quarterly Topical Issues/Education Forum;
- Assists with the evaluation of the effectiveness of the Orientation Programme and makes recommendation for changes as is necessary;
- Conducts research on current best practices in terms of policy and documentation and makes recommendations;
- Undertakes Career Development activities in collaboration with the Director HRD;
- Conducts Career Counselling Sessions with staff, which includes use of the relevant template(s) and follow through of agreed next steps;
- Reviews Career Development Policy periodically to ensure currency;
- Updates Training Database with learning and development information and functional situations on MYHR+ on matters relating to learning and development;
- Maintains a knowledge base and overall awareness of current Human Resource trends and practices, trends in training methodologies and technology;
- Provides information, guidance, advice to Directors, Managers and staff on training and development matters and other related HR matters;
- Prepares and submits draft reports (Quarterly Corporate Plan and OSC Report; Training Impact Assessment; Succession Plan) to the Director, HRD and Senior Director, HRDM.

Required Knowledge, Skills and Competencies

- Confidentiality and Integrity
- High level of emotional intelligence
- Excellent presentation, oral and written communication skills
- Excellent judgement problem solving and decision making skills;
- Excellent interpersonal and customer service skills
- Excellent research and analytical skills
- Excellent planning and time management skills
- Excellent programme design and evaluation skills
- Good counselling and coaching skills
- Knowledge of research and data analysis techniques
- Sound knowledge of training evaluation techniques
- Sound knowledge of training needs analysis and impact assessment;
- Proficient in the use of computer applications including Microsoft Office Suite (word, excel, power point, publisher and outlook) and MyHR+

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resources Management/Development, Public Administration, Business Administration, Social Science or equivalent professional qualification from a recognized tertiary institution;
- One (1) year experience in similar/related position;
- Experience in conducting Training Needs/Gap Analysis;
- Experience in developing a Training Plan.

2. Senior Human Resource Officer (Organization and Development) (GMG/SEG 1)

Job Purpose

Under the supervision of the Director, Organization and Development (OD), the Senior Human Resource Officer is responsible for collaborating with managers, supervisors, and staff, in the administration of activities for the Performance Management and Appraisal System (PMAS) within the Office of the Prime Minister (OPM) and the Office of the Cabinet (OC).

Key Responsibilities

- Develops and executes PMAS related Change Management Initiatives in collaboration with other officers in HRDM Division, managers and supervisors;
- Reviews draft Division/Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Reviews completed Individual Performance Appraisal Forms to ensure quality of content and accuracy of scores and takes the necessary action as required;
- Provides training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Updates HRDM Division's Quarterly Reports with information related to OD;
- Provides support in developing/updating Output-focused Job Descriptions in collaboration with managers and supervisors and also developing/updating Organisational Charts;

- Prepares status report on outstanding Performance Appraisals for submission to managers/supervisors and also for HRLMC Meetings (when required);
- Prepares resource material for Sensitization Sessions and Workshops for the Performance Management Appraisal System (PMAS);
- Conducts PMAS Sensitization Sessions for staff of the Office of the Prime Minister and Office of the Cabinet (to include Orientation of new staff);
- Maintains Database of PMAS records and scores;
- Sends out communication (reminders of the PMAS cycle) so that all staff are aware of the timetable for PMAS related activities over a given financial year;
- Circulates copies of PMAS related documents (Appraisal Forms, Manuals, Handbooks and procedures) to all members of staff;
- Monitors the implementation by managers of remedial and corrective action to address poor performance and Development Plans as an important aspect of Performance Management;
- Updates employee data/information (functional situations, attachments) to MyHR+.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication and presentation skills
- Excellent customer relations and interpersonal skills (Strong customer orientation)

Technical:

- Excellent planning and time management skills
- Strong research, analytical and problem-solving skills
- Strong coaching skills
- Strong change management skills to guide staff through the extensive performance culture change the PMAS represents
- Comprehensive and sound knowledge of the PMAS as established in the Guidelines issued by the Office of the Cabinet
- Sound knowledge of performance management systems including writing Job Descriptions and Work Plans
- Sound knowledge of research and data analysis techniques
- Proficient in use of computer applications (Word, Excel, PowerPoint, SPSS)

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resources Management/Development, Public Administration, Business Administration, Social Science, or equivalent professional qualification from a recognized tertiary institution;
- One (1) year experience in similar/related position;
- Experience in conducting Training Needs/Gap Analysis;
- Experience in developing a Training Plan.

Applications accompanied by résumés should be submitted **no later than Friday, 17th March, 2023 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**