



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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19th April, 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 **Accountant General's Department (AGD)**:

1. **HR Business Partner/Transformation Consultant (GMG/SEG 3) - Corporate Services Division**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Project Team Leader (GMG/SEG 2) - Corporate Services Division, Human Resource Management and Development**, salary range \$3,770,761 - \$5,071,254 per annum.
3. **Human Resource Officer (GMG/AM 4) (2 posts)- Corporate Services Division, Human Resource Management and Development**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Records Officer 1 (PIDG/RIM 2) (2 posts) - Corporate Services Division, Human Resource Management and Development**, salary range \$1,550,136 - \$2,084,791 per annum.

1. HR Business Partner/Transformation Consultant (GMG/SEG 3)

Job Purpose

Reporting to the Senior Director Corporate Services, the Human Resource Strategic Partner Change Management Consultant is responsible for ensuring that all key business processes are re-engineered and automated to improve efficiencies in the Human Resource Management and Development Unit. Additionally, to lead the transformation of culture in the Department.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To transform Strategic Performance Management focusing on Accountability, Service Level Agreements and Excellence
- To transform Culture Change Management focusing on Employee Engagement, Employee Relations, Discipline and Grievance Procedures
- To manage Systems to drive efficiencies with Service Record Creation, PEPAS and MyHR+ Updates, Data, People and Workforce Analytics
- To implement an efficient Leave/Benefits Management System
- To develop Policies and Standard Operating Procedures to enhance Knowledge Management Strategies and Standardization
- To develop Learning and Capacity Development Strategies for Leaders, HR Practitioners, and employees
- To assess required inputs and resources and work within the Unit in ensuring same for timely deliverables and outcomes
- To work in tandem with the Information and Technology Unit to drive the identification of suitable technologies to reduce the manual and laborious processes within the Unit (which may include process re-engineering)

Key Responsibilities

Technical:

- Provides consultation/coaching/training and performance management guidance (coaching, mentoring and counseling advice on interpretation);
- Provides project management expertise through the initiation, management and driving of strategic projects and change management;
- Participates in operational meetings, business reviews and team building;
- Oversees and executes implementation of HR Business initiatives;
- Leads in the smooth and efficient operation of the project activities through the management of daily operations;

- Partners with other HR Team Members acting as a point of contact and liaison with supported groups to deliver robust HR services;
- Reviews business processes for re-engineering and automation;
- Analyzes trends and uses data to develop programmes and influence change;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent problem solving, time management analytical and decision-making skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical:

- Excellent knowledge of Human Resource Management Expertise
- Good knowledge of Project Management
- Good knowledge of Legislations, Policies and Procedures
- Excellent Research and Analysis skills
- Strong ability to navigate and lead change
- Strong understanding of HR processes and procedures and ability to continually improve processes and procedures

Managerial:

- High Emotional Intelligence
- Strong Performance Management skills
- Strong ability to collaboratively engage with leaders to create, identify and implement solutions to further the effectiveness of the HR operations
- Strong ability to shift priorities with rapid change
- Strong business acumen combined with interpersonal and leadership skills

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized tertiary institution in the disciplines of Human Resources Management, Human Resources Development OR related;
- Master's Degree in Business Administration or Human Resource Development/Management;
- Seven-ten (7-10) years of broad-based Human Resource experience with the ability to influence and champion effective leadership and change, developing strong business partnerships to support achievement of business objectives.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

2. Project Team Leader (GMG/SEG 2)

Reporting to the Director Human Resource Management and Development, the Human Resource Project Lead is responsible for ensuring that all backlogged items are completed within the agreed timelines.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To validate data migration from personal files to Myhr+ (for 223 employees)
- To ensure that all personal files (electronic and physical) are updated in accordance with the agreed timelines
- To validate core data inputted on Myhr+ for approximately 137 employees
- To check information updated on employees' Leave Cards for the period January 2018 to December 2022
- To check information updated on Period of Service Records for the period January 2018 to December 2022 for approximately 228, as well as for new employees
- To check and verify whether there was overpayment in regards to Vacation Leave balances for officers who resigned between November 2017 to present

- To check and ensure that all employees that would have been due seniority allowance up to March 31, 2022.

Key Responsibilities

Technical:

- Provides advice on interpretation to team on Human Resource policies and procedure and practices;
- Provides guidance to the Team with respect to the interpretation of the Staff Orders for the Public Service and the Public Service Regulations as well as circulars in relation to leave administration as well as the Pensions (Public Service) Act, 2017;
- Conducts review of the personal data on MYHR+ to ensure that the data is consistent with employees' personal files and are accurate;
- Reviews updates for Period of Service and Leave Records;
- Prepares and submits monthly and periodic reports on the progress of the project activities;
- Leads in the smooth and efficient operation of the project activities through the management of daily operations.

Human Resources Management:

- Plans, organizes and directs the work of the Project Team by overseeing the development of performance targets for the staff based on the Project Work Plan;
- Ensures that the Project Team has sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Monitors job specific and environmental factors, implements and promotes health and safety; policies and mitigates and minimizes workplace hazards;
- Monitors the performance of the Project Team and ensures effective and objective Staff Performance Management, through timely monitoring and periodic reviews;
- Ensures the welfare of the Project Team as well is clearly identified and addressed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results Focus
- Integrity

Technical:

- Excellent knowledge of Human Resource Management Expertise
- Good knowledge of Project Management
- Good knowledge of Legislations, Policies and Procedures
- Excellent research and analysis skills
- Good change management skills

Managerial:

- Strong leadership skills
- High emotional intelligence
- Strong performance management skills

Minimum Required Qualification and Experience

- Bachelor's Degree from a recognized tertiary institution in the disciplines of Human Resources Management, Human Resources Development OR equivalent;
- Evidence of continuing professional development in Human Resources Management;
- Formal training in Accounting or Finance;
- Five (5) years of experience in Human Resource Management;
- Three (3) years of experience working at the supervisory level in Human Resources Management with at least two (2) years in the Public Sector.

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines.

3. Human Resource Officer (GMG/AM 4) - 2 posts

Job Purpose

Reporting to the Project Team Leader, the Human Resource Officer is responsible for calculating and updating Employee Leave Records for the period January 2018 to December 2022 and updates Myhr+ with employee core data.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To process and maintain employee records and other personnel related records and maintain the employee database
- To process leave records for current and separated employees
- To prepare Period of Service Records for January 2018 to December 2022
- To prepare/produce the requisite periodic and monthly reports
- To update core data and other information on Myhr+

Key Responsibilities

Technical:

- Provides advice to managers and staff on all types of leave;
- Responds to managers and staff re queries/concerns on all leave type;
- Prepares unpunctuality letters and issues to staff in accordance with the Attendance Policy for the period January 2019 to December 2022;
- Updates the leave database;
- Assists with the investigation of queries and provides information to Director, Human Resource Management and Development;
- Calculates leave for employees who have been separated from the service and ensures that all separation matters, e.g. loans, leave entitlement, etc. are satisfactorily settled;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and analytical skills
- Excellent customer focus skills
- Results focus
- Integrity

Technical:

- Good knowledge of Human Resource Management Expertise
- Good knowledge of Project Management
- Good knowledge of Legislations, Policies and Procedures
- Good research and analysis skills
- Good change management skills
- Sound knowledge of Human Resource processes and procedures
- Good knowledge of the Pensions Act and the Civil Service Family Benefit Scheme
- Sound knowledge of the Staff Order for the Public Service and the Public Service Regulations

Managerial:

- Good leadership skills
- High emotional intelligence
- Counseling skills

Minimum Required Education and Experience

- ASc. Degree in Human Resource Management; OR Management Studies with a Diploma in Human Resource Management or equivalent;
- Evidence of continuing professional development in Human Resources Management

- Four (4) years' experience working in Human Resource Management;
- Experience working with electronic Human Resource Management Information System;
- Experience working with Human Resource transaction services;

4. Records Officer 1 (PIDG/RIM 2) - 2 posts

Job Purpose

The Records Officer provides clerical support and assists with organizing and maintaining the records of the Unit in accordance with standards.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To prepare and distribute correspondence/letters
- To scan and label files
- To maintain the electronic folder/data bank
- To minute physical files and update enclosures

Key Responsibilities

Technical:

- Scans and labels correspondence for inclusion in the Electronic Folder/Data Bank;
- Uploads relevant information and correspondence to electronic database;
- Minutes physical files;
- Files correspondence on physical files;
- Retrieves and disseminates files as requested;
- Provides guidance re the Electronic File Database;
- Prepares reports within agreed timelines;
- Responds to requests for information and advice;
- Makes photocopies of documents;
- Assists with data entry onto appropriate software and databases;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good problem-solving and analytical skills
- Good customer focus skills
- Results Focus
- Integrity

Technical:

- Good knowledge of Records Management
- Basic knowledge of required Legislations, Policies and Procedures

Minimum Required Education and Experience

- Four (4) CXC/GCE O' Level subjects at the general proficiency level including English Language and a numeric subject ie. Mathematics/Accounting;
- One (1) year's related working experience.

Special Conditions Associated with the Job

- Eye strain from concentration on computer;
- May be required to do some amount of lifting, bending, stooping and walking;
- Maybe exposed to some amount of dust.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2nd May, 2023 to:**

**Director
Human Resource Management and Development
Accountant General's Department
Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston 4**

Email: careers@treasury.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**