



**CIRCULAR No. 203**  
**OSC Ref. 6272<sup>17</sup>**

**5<sup>th</sup> May, 2023**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies be assigned to/fill the following posts in the **Human Resource Development and Monitoring Division, Office of the Prime Minister (OPM)**:

1. **Director, Organization and Development (GMG/SEG 3) (Not Vacant)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Senior Human Resource Officer (Staffing) (GMG/SEG 1) (Vacant)**, salary range \$3,094,839 - \$4,162,214 per annum.

**1. Director, Organization and Development (GMG/SEG 3)**

**Job Purpose**

Reporting to the Senior Director, Human Resource Development and Management, the Director, Organization and Development (OD) is responsible for:

- The design/review and implementation of organization development strategies/solutions that will contribute to improved service delivery across the Office of the Prime Minister and the Office of the Cabinet
- Co-ordinating Performance Management Appraisal System for the Office of the Prime Minister and the Office of the Cabinet to improve performance at the Divisional and individual levels
- Serving as a Strategic Business Partner and Change Agent with a view to improve the efficiency and effectiveness of the Ministry's operations.

**Key Responsibilities**

***Management/Administrative/Supervisory:***

- Manages/co-ordinates the work and staff of the Organization and Development Unit;
- Participates in the development/review of Human Resource Policies and Procedures;
- Prepares Strategic/Operational Plan and Budget for the HRDM Division;
- Reviews draft quarterly Office of the Services Commissions (OSC) reports;
- Prepares and submits activity/performance and other reports as requested;
- Reviews draft reports from direct reports;
- Identifies areas where Human Resource improvements are needed, develops proposals and makes recommendations to the Senior Director, HRDM;
- Identifies risks associated with current structure and staffing and develop risk mitigation strategies;
- Represents the Ministry at meetings/conferences and other fora as required;
- Serves on various committees within the Ministry;
- Sensitizes staff to the policies/procedures and regulations of the Division and the Ministry;
- Manages the welfare and development of staff in the OD Unit through the preparation of Performance Appraisals and Work Plans and recommendation of required learning and development programmes;
- Participates in interview panels to recruit staff at various levels as required.

***Organizational Development:***

- Conducts job analysis and reviews the Organization structure to ensure alignment with the goals and strategic objectives of the Ministry; recommends new structure and implementation plan where necessary;
- Assists Heads of Divisions/Units in restructuring exercise in keeping with achieving the goals of Divisions/Units and liaises with Corporate Management Development Branch on the restructuring/ reclassification exercises for the Ministry;
- Develops/Maintains current documentation of the organization including Organization Charts, Job Descriptions and Work Plans;

- Provides assistance to Heads of Divisions/Units with the updating/writing of Job Descriptions and Work Plans as required;
- Conducts Organizational Needs Assessments to determine organizational readiness for change;
- Provides leadership to management in employing change process concepts and techniques. Analyses change initiatives for major obstacles and/or operating constraints to their accomplishment and recommends strategies for corrective action where necessary;
- Collaborates with management on employing change process concepts and techniques involving the development of strategic goals;
- Employs the use of surveys, focus groups and other relevant techniques and methodology necessary for organizational assessment;
- Oversees the development and maintenance of HR Procedural Manuals and handbooks for the Office of the Prime Minister (OPM) and Office of the Cabinet (OC);
- Remains conversant with existing and new concepts in Organizational Development; analyses, the value these may possess as applied to the Organization and makes recommendations for adoption where necessary;
- Monitors the OSC Audit Reports of the Ministry's performance of its Delegated Authority as it relates to Performance Management, Organization Structures, Organizational Charts, Job Descriptions, manuals and handbooks and operating procedures; takes appropriate action as required.

***Performance Management:***

- Co-ordinates the implementation and manages the administration of the Performance Management Appraisal System (PMAS) for OoC and OPM; sensitizes Line Managers in the implementation of the process to ensure its effective execution;
- Ensure that the relevant documentation is prepared and distributed to coincide with the schedule of activities of the Performance Management Appraisal System;
- Liaises with and provides assistance to Heads of Divisions/Units regarding the Performance Management Process;
- Establishes and maintains Performance Management Records including Database of scores;
- Collaborates with the Director, Training and Development and managers/supervisors to monitor and ensure that training and development needs of direct reports are addressed;
- Conducts PMAS Sensitization Workshops/Sessions;
- Participates in the development and maintenance of a Competency Framework for the OPM that captures the core and technical competencies of each occupational group required for the achievement of the strategic objectives of the Ministry;
- Oversees the maintenance of the PMAS Database and makes recommendations for adjustments where necessary;
- Provides assistance to managers, supervisors and staff in the preparation of Work Plans and Job Descriptions;
- Liaises with and provides assistance to Heads of Divisions/Units regarding completion of Performance Evaluation Reports or any other area of the Performance Management Appraisal System (PMAS);
- Provides information in regard to PMAS for Quarterly Corporate Planning Report and also for the Quarterly Reports to the Office of the Services Commissions.

***MyHr+ Software:***

- Oversees the scanning of documents/records and uploading them to MyHr+ Web-based software and also employee information updated to MyHr+ software.

***Customer Relations:***

- Evaluates HR services and accountability systems and conducts studies/surveys of HRDM efficiencies and practices;
- Conducts research to identify and act on issues which affect programme delivery and service;
- Collaborates with the Director, Training and Development, designs and conducts HR audits and develops systems to measure HR effectiveness in the Ministry;
- Develops and implements strategies to improve Human Resource communication throughout the organization;
- Designs and implements mechanisms for evaluating employees' satisfaction with the Organization. Analyses findings and identifies and recommends programmes for improvement of areas of dissatisfaction critical or the effective operation of the Organization;
- Provides leadership in the development of the Dress Code, Bus User Guideline, Disciplinary Code;
- Keeps abreast of current and emerging HR trends and best practices and utilizes them for continuous improvement of the services provided by the Unit and the overall improvement of human capital development within both Ministries;

- Manages the administration of the birthday and PEP Awards initiatives.

### **Required Knowledge, Skills and Competencies**

- Integrity, ethics and confidentiality
- Excellent leadership and management skills
- Excellent oral and written communication skills
- Excellent human relations and interpersonal skills
- Excellent customer orientation skills
- Excellent interviewing and negotiating skills
- Excellent planning and time management skills
- Excellent programme design and evaluation skills
- Excellent presentation and facilitation skills
- Strong research and analytical skills
- Excellent judgement, decision making and problem-solving skills
- Excellent networking and relationship-building skills, ability to function as a team player, and works harmoniously with a diverse group of people at various levels
- Ability to understand the impact of policy changes on Human Resource Management
- Proficient in the use of information technology and productivity software, such as MyHr+ software and Microsoft Office Suite (Word, Excel, PowerPoint)
- Demonstrates initiative and creativity
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis
- Knowledge of organizational development including writing Job Descriptions and creating Organizational Charts
- Knowledge of management techniques, systems analysis, job analysis and management processes
- Knowledge of Performance Management Systems including developing Work Plans and conducting Performance Appraisals
- Knowledge of research and data analysis techniques
- Knowledge of recruitment and selection principles and practices
- Knowledge of the Public Service rules, regulations, and practices (Staff Orders, Public Service Regulations, and Procurement Act etc.)

### **Minimum Required Qualification and Experience**

- Post Graduate Degree in Human Resource Management, Management Studies or Business Administration or Public Administration or the Social Sciences or Humanities or other related discipline from a recognized tertiary institution;
- Five (5) years' work experience in Human Resource Management or organizational development discipline, of which three (3) years should be in a management/supervisory position;
- Training in Organizational Development/Management Analysis would be an asset.

## **2. Senior Human Resource Officer (Staffing) (GMG/SEG 1)**

### **Job Purpose**

Under the supervision of the Director, Human Resource Management, the Senior Human Resource Officer is responsible for the administration of staffing policies and programmes (appointments, promotions, transfers, secondments and acting assignments) for the workforce in the Office of the Prime Minister (OPM).

### **Key Responsibilities**

- Reviews Staff List and identifies officers for appointment; requests current performance evaluation report in respect of staff to facilitate appointments and promotions;
- Prepares and submits recommendations for appointments and promotions for OPM staff to the Human Resource Executive Committee (HREC) through the Director, Human Resource Management;
- Prepares and submits recommendations for acting assignments/transfers, secondments, resignations for OPM staff to the Permanent Secretary for approval through the Director, Human Resource Management;
- Consults with the Finance and Accounts Division to confirm that the necessary budgetary allocations are in place to facilitate the acting assignment;
- Reviews files and Job Descriptions to verify that staff meet the requirements (qualification and experience) for first appointments and promotions in specified post as recommended;

- Prepares letters for appointments, promotions, acting assignments, transfers, secondments and advise the relevant internal and external authorities of the appointment/promotion;
- Processes letters of resignation ensuring that all relevant Authorities/Agencies are advised in a timely manner;
- Liaises with relevant Ministries/Departments/Agencies for the processing of acting assignments, transfers for staff to/ from the Ministries, Departments and Agencies;
- Processes and monitors requests for secondments within the Public Service;
- Obtains and reviews Job Descriptions and justifications for post operation from manager/supervisors; prepares submission to the Post Operations Committee (POC) for approval;
- Updates Manager/other HR Personnel including the Recruitment Team of POC approval or otherwise;
- Conducts Exit Interviews and ensures that all Government property are returned, and the necessary clearance obtained;
- Maintains the Staff List and Head Count List for the Office of the Prime Minister;
- Updates the MyHr+ System with employee Biographical Data and Functional Situations;
- Conducts research on HR related matters keeping abreast of international trends and best practices;
- Makes recommendations on improvement in related HR practices based on research conducted;
- Participates in interviews as a member of the panel and completes interview score sheets;
- Prepares staff related reports such as Post Audit, Payroll Audit, OSC Report and other requests by the Ministry of Finance and the Public Service and the Office of the Services Commissions.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Demonstrated initiative
- Results oriented
- Strong customer orientation
- Effective problem-solving skills
- Effective oral and written communication skills
- Strong interpersonal skills
- Confidentiality and integrity
- Sound judgement

#### ***Technical:***

- Good leadership and management skills
- Good planning and time management skills
- Networking and relationship-building skills
- Good analytical skills
- Ability to function as a team player and works harmoniously with a diverse group of people at various levels externally and internally
- Knowledge of the public service rules, regulations and practices
- Knowledge of GOJ Performance Management and Appraisal System (PMAS)
- Proficiency in use of computer applications including MyHr+, Microsoft Office Suite (Word, Excel, PowerPoint)
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis

### **Minimum Required Qualification and Experience**

- First Degree in Human Resource Management/Development **or** Business Administration/Public Administration **or** Social Sciences or the Humanities or related field from a recognized tertiary institution;
- Three (3) years' work experience in personnel administration.

### **Special Condition Associated with the Job**

- Travel to meetings/workshops at offices off-site.

Applications accompanied by résumés should be submitted **no later than Thursday, 18<sup>th</sup> May, 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](mailto:jobs@opm.gov.jm)

Further details of the post may be obtained from the Office of the Prime Minister's website [www.opm.gov.jm](http://www.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