



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 277**  
**OSC Ref. C. 6210/S5<sup>20</sup>**

**23<sup>rd</sup> June, 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, Ministry of Foreign Affairs and Foreign Trade**:

1. **Human Resource Officer (Benefits) (GMG/AM 4)**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Assistant Human Resource Officer (Leave) (GMG/AM 2)**, salary range \$1,550,136 - \$2,084,761 per annum.

**1. Human Resource Officer (Benefits) (GMG/AM 4)**

**Job Purpose**

Reporting to the Director, Human Resource Management, the Human Resource Officer provides technical and administrative support in the administration of staff benefits in accordance with the Staff Orders for the Public Service, the Foreign Service Orders, the Public Service Regulations and other regulations in force from time to time. The Human Resource Officer is responsible for the processing of claims for retirement benefits on the Public Employees' Pension Administration System (PEPAS). The Human Resource Officer also provides staff with advice on benefits available under the Government Employees Administrative Services Only (GEASO) Sagicor Health Scheme and the National Insurance Scheme (NIS).

**Key Responsibilities**

- Supervises the Assistant Human Resource Officer (Benefits);
- Completes performance evaluation for direct report;
- Prepares and submits Performance Appraisal Report and Individual Work Plans to supervisor for review;
- Consults with Assistant Human Resource Officer regarding the preparation of the Individual Work Plan;
- Attends meetings, conferences and other fora, as required;
- Monitors and advises the Director, Human Resource Management, each year of staff who will attain the mandatory retirement age within five-years;
- Registers all Ministry employees on the PEPAS platform;
- Maintains and updates Service Credit Records (Batch 2) manually and electronically, for new and existing employees in the Ministry's Headquarters and overseas Missions;
- Uploads updated Service Credit Records (Batch 2) on the PEPAS platform monthly;
- Creates and maintains Reference Tables to include updates to the Ministry's establishment, salary revisions and Job Reclassification Mapping Tables;
- Reviews Service Credit Records (SCRs) received for staff from other MDAs;
- Processes claims for deferred pension for Bands 6 - 15. Ensures that the applicant is vested with the required years of service (10 years). Creates a Service Record for the applicant on the PEPAS platform;
- Requests and compiles the following certified copies one year in advance of retirement as required for the processing of retirement benefits;
- Ensures that all relevant information/documentation on service (linkage) is obtained for pensionable officers, if required;
- Submits requests for documents/information that is missing from the files of past or existing employees;
- Uploads certified documents on the PEPAS platform;
- Advises staff on routine pension matters;
- Investigates queries from pensioners and seeks redress;
- Assists with processing of benefits payable to the estate of an employee who dies whilst employed in the Service;

- Liaises with relevant agencies - the Accountant General's Department (AGD), the PAU, the Office of the Services Commissions (OSC), and other MDAs, to obtain information and/or advice;
- Liaises with the Finance and Accounts Division, Office of the Government Trustee and other relevant agencies to obtain information on whether persons due to retire are indebted to government. Prepares reports on indebtedness for dispatch to the Accountant General;
- Monitors the progress of each case until finalized;
- Submits completed enrolment applications for new and transfer employees for registration under the Sagicor Health Scheme to Sagicor. Distributes approved health cards to staff;
- Prepares the monthly reports for new, transfer and separated employees to Sagicor;
- Monitors and advises of changes in staff registration under the GEASO Health Scheme;
- Requests cease of plans for staff proceeding on overseas assignments or submits requests for the continuation of Sagicor coverages for Home Based Staff (HBS) assigned to overseas Missions;
- Updates staff of any changes to the GEASO Plan;
- Facilitates requests for special claims. Forwards special claims with required supporting documents to the Sagicor Head Office on behalf of staff for processing;
- Advises staff of their eligibility for benefits under the NIS Act;
- Vets and submits claims for Injury on the Job Compensation, Old-Age Benefits and Funeral Grant to the NIS Office for processing;
- Maintains and updates Period of Service Records for staff serving in pensionable posts at Headquarters and overseas Missions;
- Obtains/provides information from/to other Ministries, Departments and Agencies (MDAs) for staff transferred to/from the Ministry;
- Maintains record of staff overseas eligible for Child and Education allowances and updates Supervisor;
- Assists Senior Human Resource Officer with the maintenance of other Master Control Records, Staff Lists and Seniority List;
- Supports and assists the team of the Human Resources Department team in other areas of service delivery;
- Performs other work-related duties assigned by the Supervisor from time to time.

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

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

- Organizational awareness - general understanding of the Ministry's role and function
- Very good customer service skills
- Very good interpersonal skills
- Good communication oral and written skills
- Good time management and organizing skills
- Efficient and prompt turnarounds
- Good analytical and problem - solving skills
- Attention to details; high level of accuracy
- Ability to work in a team and on own initiative
- High level of integrity, work ethics and confidentiality

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

- Good working knowledge of the Staff Orders of the Public Service (2004), and the Public Service Regulations
- Good working knowledge of the GOJ Pensions (Public Employees) Act, 2017
- Sound knowledge of HR Pension and Benefits Administration processes
- Good technical knowledge of the Public Employees' Pension Administration System (PEPAS) and My HR +
- Familiarity with GOJ Customer Service Policy
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)

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

- First Degree in Business Administration, Public Management, Human Resource Management or related field from an accredited University;
- Three (3) years' experience in Human Resource Management and/or Pensions Administration.

## **2. Assistant Human Resource Officer (Leave) (GMG/AM 2)**

### **Job Purpose**

Reporting to the Director, Human Resource Management (GMG/SEG 3), the Assistant Human Resource Officer (GMG/AM 2) will be responsible for updating and maintaining the Leave of Absence applications for staff in the overseas Missions (Home-Based Staff (HBS) and Locally Recruited Staff (LRS) in accordance with the Staff Orders, the Foreign Service Orders and all relevant circulars and directives issued by the Ministry of Finance and the Public Service and for scanning and uploading the leave approvals for staff in overseas Missions on MyHR+.

### **Key Responsibilities**

- Prepares Individual Work Plan;
- Prepares status and other reports in respect of all types of Leave of Absence for staff in overseas Missions (HBS and LRS);
- Attends meetings, conferences and other fora, as required;
- Computes and processes the following types of leave of absence for staff in overseas Missions:
  - ✓ Vacation
  - ✓ Pre-retirement
  - ✓ Maternity
  - ✓ Paternity
  - ✓ Departmental
  - ✓ Sick
  - ✓ Special sick
  - ✓ No pay
- Prepares and updates Leave Records for staff in overseas Missions and ensures all records are easily retrievable;
- Prepares letters in response to leave applications and disseminates to staff;
- Provides advice to staff on GoJ Human Resource Policies and Regulations in respect of Leave Regulations for all types of leave;
- Checks and responds to staff (Overseas Missions) queries/concerns regarding leave eligibility and balances;
- Receives the Vacation and Departmental Leave Roster (Overseas Missions only) and prepares a list by Mission to submit to the Senior Human Resource Officer;
- Provides guidance on the completion of the Leave of Absence Cards;
- Prepares the Leave of Absence Cards for distribution to Overseas Missions;
- Prepares leave information for staff in Overseas Missions to support submissions/reports required for accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave and No-pay Leave;
- Performs other work- related duties that may be assigned by the Senior Human Resource Officer or Director, Human Resource Management;
- Conducts Leave Audits monthly to identify staff overseas who have reached their respective leave maximum and accumulated maximum and advises the staff member;
- Performs other related duties that may be assigned by Senior Human Resource Officer or Director, Human Resource Management from time to time.

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

#### **Core:**

- Organizational awareness - general understanding of the Ministry's role and function
- Good social and interpersonal skills
- Good oral and written communication skills
- Good organization and time management skills
- Ability to work effectively under pressure and meet specific deadlines
- Good track record for accuracy and consistency
- Ability to work on own initiative
- Must be customer focussed
- High level of integrity and confidentiality
- Ability to work with others in the pursuit of team goals
- Keen eye for detail

#### **Technical:**

- Basic knowledge of the Public Service Regulations, Staff Orders for the Public Service
- Basic knowledge of the Foreign Service Orders would be an asset
- Basic knowledge of the Ministry's Human Resource Policies and Procedures

- Knowledge of GoJ Customer Service Policies and Procedures
- Basic knowledge of Personnel Management and Administration in Government
- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) and other relevant software applications

**Minimum Required Qualification and Experience**

- Diploma in Human Resource Management or Public Sector Management;
- One (1) year experience in a related area.

Applications accompanied by résumés should be submitted **no later than Wednesday, 5<sup>th</sup> July, 2023 to:**

**Senior Director,  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
2 Port Royal Street  
Kingston**

Email: [recruitment@mfaft.gov.jm](mailto: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**