



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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2nd 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/ be assigned to the following posts in the **Post and Telecommunications Department**.

1. **Human Resource Officer -Staffing (GMG/AM 4) - (Vacant)**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Supervisor (PTO/PMA 3)– (Vacant)**, salary range \$2,478,125 - \$3,332,803 per annum.
3. **Administrative Assistant (GMG/AM 2)- (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.
4. **Secretary 2 (OPS/SS 2) Five (5) Posts - (Not Vacant), Human Resource Management Central Sorting Office – Letters Audit Unit** salary range \$1,272,269 - \$1,711,060 per annum.

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

Job Purpose

The Human Resource Officer (Staffing) is responsible for providing support in the recruitment and selection of staff and other staffing arrangements for the Department.

Key Responsibilities

Administrative/Managerial

- Prepares Individual Work Plan;
- Prepares status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical

- Provides general advice to staff on the recruitment and selection process;
- Participates in identifying the need for staff and makes appropriate submissions to the Senior Human Resource Officer and Director, Human Resource Management;
- Prepares requests for Operation of Posts;
- Participates in the recruitment and selection process by:
 - Shortlisting candidates
 - Co-ordinating activities for assessment centres; ensuring that the schedule of activities are prepared and participants are properly notified and provided with the necessary information
 - Co-ordinating logistic arrangements (meeting room and refreshments) for interviews and assessment centres
 - Preparing interview assessment sheets and packages for panel members
 - Reminding candidates and panelists of date of assessment centre and interview
 - Participating on interview panels
 - Tallying results from interviews and assessment centres and preparing reports for further action
 - Preparing correspondence to shortlisted applicants and "Offer Letters" to successful candidates.
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment, and resignation to the Human Resource Executive Committee (HREC) for consideration;

- Prepares Approval/Non-Approval Letters for matters submitted to the Human Resource Executive Committee;
- Monitors temporary employments and acting assignments approved by the HREC and requests recommendations (inclusive of Performance Evaluation Reports) for appointments/promotions;
- Monitors permanent appointments approved by the HREC and requests Probationary Reports for confirmation of appointments;
- Arranges for staff to do medical examinations for confirmation of permanent appointment.
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Assists with co-ordinating the placement of individuals for summer employment and other internship programmes.

Required Knowledge, Skills, and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Adaptability
- Analytical Thinking
- Knowledge of The Government/Department's policies and procedures
- Knowledge of The FAA Act
- Knowledge of The Staff Orders for the Public Service
- Knowledge of The Public Service Regulations

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology, or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity.

Special Conditions Associated with The Job:

- Normal office conditions
- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment
- Required to travel island wide

2. Supervisor (PTO/PMA 3)

Job Purpose

Under the direct supervision of the Operations Manager, Letters the Supervisor (PTO/PMA 3) (Airmail) is responsible for the overall management of the Airmail Section, ensuring that mails are processed and dispatched effectively and efficiently.

Key Responsibilities

Management/Administrative

- Participates in Roster and Mail Monitoring Meetings to highlight problems/concerns regarding handling and delivery of mail and providing solutions as necessary;
- Requests and acquires equipment, stationery and supplies for the Branch as necessary;
- Supervises the operations in the Scanning Room;
- Monitors Staff Attendance Register;
- Ensures that the Departmental and Operational policies and procedures are adhered to;
- Convenes Staff meetings;
- Collates and submits Monthly/Quarterly Reports to the relevant personnel.

Technical/Professional

- Investigates, reviews and responds to enquiries received from customers using the IPS Light System and providing corrective actions as necessary;
- Writes Verification Notes for irregularities discovered concerning dispatches;
- Opens and repairs ordinary and registered articles upon the request of Customs Officer;
- Records information from letters and packets seized by Customs Personnel for narcotics inspection;
- Liaises with Canine Officers for inspection of mail prior to dispatch to the airport;
- Processes unclaimed letters for return to overseas destinations;
- Prepares CN31 (Letter Bill) and CN38/CN41 (Delivery Bill) forms and submits to airlines and countries;
- Creates documents on IPS Light for dispatch of outbound mail;
- Makes regular spot checks to eliminate discrepancies with mail and ensures prompt and accurate dispatch of mail to airlines;
- Sorts seals in numerical order and distributes to Staff.

Human Resource Management

- Maintains the Attendance Register and prepares schedule of attendance monthly;
- Ensures the developmental and welfare needs of the Staff are identified and addressed;
- Reviews, monitors and evaluates the performance of Staff and recommends corrective actions where necessary;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Department's goals;
- Fosters an atmosphere of trust, high ethics and confidentiality standards;
- Administers in conjunction with the Human Resource Management Section the discipline of Staff.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of The Government/Department's policies and procedures
- Knowledge of The FAA Act
- Knowledge of The Staff Orders for the Public Service
- Knowledge of The Public Service Regulations
- Sound Knowledge of Records Management Skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration
- National Council on Technical and Vocational Education and Training (NCTVET) - Business Administration Level 3 or related field from an accredited tertiary institution; plus, a minimum of two (2) years' related experience at a supervisory level;
- Certificate in Customer Service (One year course) would be an asset;
- Certificate in Supervisory Management (One year course) would be an asset.

Special Conditions Associated with The Job:

- High risk environment
- Exposure to criminal activities with local, regional, and international reach

3. Administrative Assistant (GMG/AM 2)

Job Purpose

Under the general direction of the Facilities/Property Maintenance Manager, the Administrative Assistant is required to manage, organize, monitor, and Execute Administrative duties/functions pertaining to the operations of the Office.

Key Responsibilities

Management And Administrative

- Co-ordinates and implements office services activities such as purchases, record control;
- Organizes and schedules all office activities;
- Collaborates with Supervisor in the preparation of Individual Work Plan for signing and submission;
- Participates in the co-ordination of special projects;
- Ensures the maintenance of efficient and effective Records and Information Management System to facilitate ease of access to information and speedy retrieval;
- Ensures the security of official and confidential records;
- Assists in the development of Operational and Strategic Plans for the Unit;
- Assists in the development of Budgets and Monthly Cash flows.

Technical/Professional

- Types, formats, edits, revises, proofreads and processes a variety of documents and forms including general correspondence, notices, reports, applications, permits, memos, agreements, statistical charts and other documents from rough draft or verbal instructions;
- Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents;
- Processes correspondence including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages;
- Creates and maintains computer-based tracking information and reports including assigned databases, records, and lists; input corrections and updates;
- Maintains accurate and up-to-date office files and records for the Branch;
- Assists in the procurement of goods and services for the Branch by calling suppliers, preparing requests for quotation and other document to send to suppliers;
- Assists with the preparation of tender documents/lease agreements etc.
- Assists with the preparation of Maintenance Schedules;
- Conducts follow-up through calls and writing reminders to procurement/suppliers/contactors on the deadlines to be met;
- Prepares attendance reports for the Branch for submission to Human Resource Management and Development Branch;
- Conducts research for information request by the Manager;
- Composes routine correspondence; copies, disseminates, and posts documents and information as appropriate;
- Provides information related to specific programme area of assignment;
- Prepares Monthly, Quarterly, and Annual Reports in consultation with Manager;
- Maintains calendar of activities, meetings, and various events for the Manager;
- Schedules and organizes meetings for the Manager;
- In consultation with the Manager; co-ordinates meetings with new and existing clients to inform them about new developments in relation to matters being prepared by the Branch;
- Serves as Recording Secretary for meetings hosted by the Facilities/Properties Branch;
- Provides support in the monitoring and assessment of customer satisfaction;
- Monitors and follows-up on documents/corresponds dispatched to internal Divisions and external offices to ensure timely feedback;
- Monitors inventories of stationery, supplies and materials and request same as needed.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Knowledge of Administrative or office management practices and principles.

- Knowledge of Government of Jamaica Records and Information Management practices and principles.
- Knowledge of The operation of Government/ Department policies and procedures
- Research Skills

Minimum Required Qualification and Experience

- Four (4) CSEC subjects at the general level with grades 1- 3/GCE O' Level subjects grades A-C including mathematics/numeric subject and English Language; plus
- Certificate in Business Administration, Management Studies and Public Administration from a recognized tertiary institution or Diploma in Administrative Management from the Management Institute for National Development (MIND).
- At least two (2) years related experience.

Special Conditions Associated with The Job:

- Maybe required to work beyond regular working hours.
- Typical office environment, no adverse working conditions.

4. Secretary 2 (OPS/SS 2)

Job Purpose

Under the direct supervision of the Chief Internal Auditor, the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative support to ensure the effective and efficient operations of the Unit.

Key Responsibilities

Management And Administrative

- Collaborates with supervisor in the development of Unit and Individual Work Plan;
- Assists in arranging meetings based on the direction of the Chief Internal Auditor.

Technical/Professional

- Provides secretarial services to the Chief Internal Auditor, Internal Audit Branch by:
 - Ensuring that incoming correspondence are scheduled and processed on a priority basis;
 - Ensuring circulation of Memoranda, Circulars and other documents within the Internal Audit Branch;
 - Checking for errors and other adjustments made when draft queries are typed;
 - Collating and submitting Audit Reports in accordance with established time frames and formats to the CIA;
 - Preparing Minutes of Staff Meetings convened by Chief Internal Auditor;
 - Maintaining an Incoming and Outgoing mail/correspondence Register;
 - Dispatching outgoing mail/correspondence on a daily basis as directed; and ensuring that the Registry submits the relevant files in a timely manner to the Chief Internal Auditor.
- Prepares and manages correspondence in a timely and professional manner by:
 - Processing correspondence received in the Branch by drafting letters, circulars or memos as directed by CIA
 - Writing letters and memoranda necessary for the work of the Department to be properly performed
 - Following-up on correspondence to see that replies are prepared and submitted where necessary
 - Taking files and documentation to responsible officers for timely action
 - Re-routing files and correspondence to section supervisors accordingly and
 - Maintaining a third copy file for the CIA;
- Participates in the performance management process by assisting with the development of Individual Work Plans as directed; and contributing to the formal and informal performance evaluations as directed;
- Monitors daily Attendance Register and prepares Monthly Attendance Reports;
- Plans, organizes, directs, and controls the secretarial operations of the Unit by ensuring the suitability of filing systems to facilitate effective storage and retrieval of correspondence and documents.

- Meets regularly with Chief Internal Auditor to discuss departmental accomplishments and challenges and develop improvement strategies;
- Attends regular monthly meetings of the Department and ensures that proper records of all other meetings are kept in readiness for use by relevant personnel;
- Participates in and attends meetings as directed;
- Assists in maintaining a healthy and clean office environment;
- Answers the telephone in keeping with the promise and standard outlined in Citizen's Charter;
- Keeps abreast of guidelines, policies, procedures and legislation impacting deliverables.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Knowledge of Office procedures and practices
- Knowledge of The operation of Government/ Department policies and procedures
- Knowledge of Proficiency in typewriting at a speed of 40-45 words per minute
- Knowledge of Proficiency in shorthand at a speed of 80-100
- Ability to reproduce minutes
- Knowledge of Records Management

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40- 45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
 - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Special Conditions Associated With The Job:

- Normal office conditions
- May be required to work beyond normal working hours.
- Prolonged use of computer.

Applications accompanied by résumés should be submitted **no later than Wednesday, 14th June, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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**