



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 247** **OSC Ref. C. 6555<sup>15</sup>**

2<sup>nd</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 be assigned to the post of **Senior Human Resource Management Officer (GMG/SEG 2) (Not Vacant)** during the period **July 3, 2023 to September 8, 2023** – **Human Resource Management and Development Division** in the **Ministry of Industry, Investment and Commerce**, salary range \$3,770,761 - \$5,071,254 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, HRM (GMG/SEG 3), the Senior HR Management Officer (GMG/SEG 2) is responsible for planning, organizing, directing, and controlling of the Human Resource management functions to ensure that the relevant Government policies and guidelines are complied with, and the Ministry is provided with qualified competent human resource.

The incumbent is also responsible for administering Employee Benefits in keeping with the Staff Orders and the Public Service Regulations in force, so as to ensure proper interpretation and equitable application of same.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Manages the day-to-day operations of the Human Resource Management Unit;
- Participates in the Ministry's/Unit's Strategic Planning Process;
- Directs and participates in the recruitment process;
- Manages the Manpower Planning process;
- Prepares and issues letters to financial institutions, Embassies and High Commissions to confirm employment status of members of staff;
- Provides counselling to members of staff on work related or personal matters/issues;
- Chairs/serves as member of Committees to facilitate collective decision making or provide technical advice;
- Represents the Unit at meetings, seminars, conference and workshops;
- Provides technical guidance and advice to Directors and members of staff on HR Management matters;
- Oversees the preparation and distribution of Vacation Leave Roster for each;
- Prepares and submits Annual, Quarterly and Monthly Status Reports on the activities of the Unit.

##### ***Technical/Professional:***

- Manages the engagement of contract officers and directs payment of benefits;
- Makes submission to the Ministry of Finance and the Public Service;
- Directs and monitors employee's benefits;
- Process Pension benefits:
  - ✓ Prepares schedules of employees who are eligible for retirement and submits all relevant documents to the Office of the Services Commissions and Pension Branch
  - ✓ Identifies and advises officers of their retirement
  - ✓ Prepares and issues retirement letters
  - ✓ Provides advice/guidance to retirees on the various benefits available to them and how to complete the various pension forms
  - ✓ Prepares and updates Period of Service Records
  - ✓ Computes and submits Pre-retirement Leave entitlement to the Ministry of Finance and the Public Service for verification
  - ✓ Provides updates to retirees of their pension
  - ✓ Keeps record of all Pension Advance and retirement benefits
  - ✓ Obtains information on Financial Status of prospective retirees from the Accounts

- Department
- ✓ Prepares documents for the processing of retirement benefits for submission to the Pensions Branch
- ✓ Researches information and prepares documentations for submission to the Pensions Branch on matters relating to linkage of service
- ✓ Submits to the Office of the Services Commission's recommendations for persons to be retired from the Public Service, officers to remain in office up to their mandatory age retirement
- ✓ Provides counseling for officers proceeding on retirement
- ✓ Seeks approval from The Office of the Services Commissions for persons to be retired from the Ministry and its Divisions
- ✓ Computes leave eligibility for persons proceeding on pre-retirement leave and/or separation from the Ministry and its Divisions
- ✓ Investigates queries made by pensioners and other agencies relating to the award of pension/gratuity to retirees
- ✓ Prepares documentation to the Pensions Branch in respect of refund of Family Benefits
- Process recommendations to the Ministry of Finance and Planning & the Accountant General for the following loans:
  - Motor car loan
  - Miscellaneous loan
  - Computer loan
  - Financial Assistance
  - Motor Vehicle Insurance
  - Tertiary loan
- Verifies officers' eligibility for Motor Vehicle Loans and prepares submissions to the Condition of Service;
- Advises officers of the outcome of their applications for Motor Vehicle Loan;
- Prepares submissions to the Motor Vehicle Repair Loans Committee regarding applications from the Ministry and its Divisions and submits supported applications to the Accountant General's Department for processing;
- Ensures that officers applying for various loans are eligible to receive same;
- Examines and checks for sound substantial reason for requesting various loans;
- Examines Pro-forma Invoice for completeness and authenticity;
- Compiles supporting documents to be submitted with recommendations and ensure they are forwarded;
- Liaises with Ministry of Finance and the Public Service, Cabinet Office and Accountant General to provide additional information required and to deal with complex request;
- Ensure the Salaries Unit is advised of approvals granted in order to facilitate deduction.
- Examines process and makes recommendations to the Ministry of Finance and the Public Service for the grant of duty concession;
- Manages and maintains the updating of Service Records for all employees of the Ministry and its Divisions;
- Compiles list and advises the Office of the Prime Minister of persons to be awarded Long Service Awards;
- Submits approval for the payment of Seniority Allowances;
- Submits recommendations to the relevant authority for the processing of Funeral Grants;
- Submits applications to the National Insurance Scheme (NIS) for processing of benefits/compensation for officers injured on the job;
- Liaises with the Attorney General's Department on matters relating to cases of injury on the job;
- Process leave for specific levels of staff;
- Supervises and approves the computation of leave entitlement and accurate processing of leave;
- Advised individual members of staff of all benefits for which he/she is eligible to receive in keeping with condition of service policy;
- Advises all Heads of Division/Section/Unit on matters affecting staff welfare;
- Interprets and implements Government's policies related to staff benefits.

**Human Resource:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and for instant corrective action where necessary to improve performance;
- Participates in the recruitment of staff for the Ministry/Division;

- Provides leadership and guidance to direct reports through effective planning, communication, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division;
- Reviews and evaluated performance evaluation Reports and makes recommendation for training;
- Ensures the welfare and development needs of staff are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Ensures proper working conditions for employees;
- 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 leadership skills
- Good time Management Skills
- Integrity
- Teamwork and co-operation
- Customer Service and Interpersonal Skills
- Good planning and organization skills
- Good presentation skills
- Managing the Client interface
- People management
- Good problem-solving and decision-making skills

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

- Excellent knowledge of Government's Human Resource policies, regulation and procedures
- Sound knowledge of Staff Orders and Public Service regulations, policies and procedures
- Sound knowledge of Retirement Procedures
- Excellent knowledge of Human Resource Management practices
- Sound knowledge of Leave Administration
- Sound Knowledge of Governments Benefits procedures
- Analytical Skills
- Proficiency in the use of relevant computer applications
- Methodical
- knowledge of programme budgeting

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

- Bachelor's Degree in Human Resource Management, Public Administration or equivalent;
- Five (5) years' experience in HR related functions.

### **Special Conditions Associated with the Job**

- Will required to travel to various locations to perform work-related functions and/or attend meetings.

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

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

E-mail: [hrm@miic.gov.jm](mailto:hrm@miic.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**