



## 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. 305**

### **OSC Ref. C.6276<sup>14</sup>**

10<sup>th</sup> July, 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 **Jamaica Fire Brigade**:

1. **Director, Employees Benefit (GMG/SEG 1)** - salary range \$3,094,839 - \$4,162,214 per annum.
2. **Senior Personnel Officer (GMG/AM 4)** - salary range \$2,478,125 - \$3,332,803 per annum.

### **1. Director, Employees Benefit (GMG/SEG 1)**

#### **Job Purpose**

Reporting to the Director Human Resource Management, the incumbent is responsible for overseeing the Brigade's Employee Benefits Programmes, policies, and procedures. The incumbent designs, maintains, develops recommends, and implements programme objectives, policies, and procedures to promote employee satisfaction. The Director Employees Benefits also develops and pursues new goals and objectives for improvement in areas of employee benefits. The incumbent manages the day-to-day administration of Employee Benefits Plans (Group Health, Pensions Plan, Short-term and Long-term Disability etc.). The incumbent helps counsel employees on issues related to Equal Employment Opportunity (EEO), performance, and termination guidelines, and designs quality Benefits Plans. Frequent contact with staff, insurance providers, and/or third-party administrators may be required. The Director Employees Benefits continually investigates new benefits programmes, improves existing programmes, and supervises and monitors Employee Welfare Officer.

#### **Key Responsibilities**

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

- Develops and administers Staff Benefit Programs;
- Ensures that Service Records and other personnel-related records are up to date and maintained;
- Conducts an investigation into separation for cause and makes recommendations as appropriate;
- Promotes/enhances a harmonious employee relations climate;
- Ensures that new employees are aware of and adhere to the policies, procedures, and regulations of the Brigade;
- Investigates queries made by the Human Resource Management Executive Committee and provides information;
- Prepares Delegation Reports.

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

- Conducts investigations into situations of termination for cause;
  - Absence from duties without permission for three (3) consecutive days
  - Misconduct in contravention of acceptable established conduct
  - Consistent performance below established standards/expectations
  - Employee convicted of a criminal offense
- Administers termination in respect of temporary appointment;
- Prepares and makes recommendations for termination/retirement on the ground of reorganization when deemed necessary;
- Conducts and analyzes exit interviews for employees who are separated from the Service and ensures that all separation matters e.g. loans, bills etc. are satisfactorily settled;
- Conducts periodic review of the Grievance Procedure Machinery to ensure accountability and transparency;
- Develops an Employee Assistance Programme which as part of its mandate will provide or give access to confidential counseling service for staff in the Brigade; establishes partnerships with Organizations that offer counseling and meditation services, to ensure

that there is an external body of experts available to staff; identifies and co-ordinates training of in-house counselors; ensures the use of effective communication mechanisms to promote the availability of services offered by the programme;

- Commissions investigations of the causes of work-related injuries and work related fatalities;
- Consults with Employees' Staff Representatives, Unions/Association in respect of employee relations issues;
- Develops and maintains a database of occurrence of workplace injuries to identify trends and make recommendations to enhance safety in the workplace;
- Manages the grievance and discipline process for the Jamaica Fire Brigade ensuring consistency and fairness and promotes a harmonious and productive work environment; promotes the balancing of diverse interests and abilities of employees with the needs and goals of the Organization; facilitates the effective management of conflict to deliver improved employee morale by the establishment of appropriate dispute resolution and other mechanisms;
- Arranges and schedule meetings between grieving parties, supervisory and management personnel to investigate and resolve grievances;
- Recommends strategies that will promote a healthy and proactive Employee Relations climate;
- Assists in the implementation of Industrial Relations decisions in a timely manner;
- Promotes and facilitates staff recreational activities;
- Designs Health and Safety Educational Training Programmes for employees in the Brigade; collaborates with the Senior Director Human Resource Management & Development, and other Heads of Unit and staff in the conduct of and evaluation of Health, Safety and Welfare Programme;
- Keeps abreast of current and emerging employee relations trends and best practices and utilizes them for continuous improvement of the overall Human Capital Development within the Brigade.

#### ***Human Resource:***

- Co-ordinates with the Director, Human Resource Management, in the design and conduct of identified conflict management, change management and other related sessions as necessary;
- Trains, hires, and oversees the work of subordinate employee relations staff;
- Supervises and directs the development of in-service employee training and recruitment;
- Ensures compliance with Human Resource policies and procedures by subordinate staff;
- Conducts performance evaluations that are timely and constructive;
- Ensures the timely processing of pension applications and provides support to employees to be retired and those who have retired;
- Provides periodic reports to the Director Human Resource Management;
- Oversees and participates in the review and evaluation of the work of staff members on a regular basis;
- Agrees with annual Development Plans for all staff members and ensures their effective implementation;
- Reviews and approves the Individual Work Plans of direct reports;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring, and coaching.

#### **Other Duties**

- Participates/leads in internal and external cross-functional teams to achieve the Brigade's objectives as required;
- Performs other duties and responsibilities as may be determined by the Commissioner from time to time.

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

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

- Excellent knowledge of the Terms and Conditions of Employment, Brigade Act, Fire Brigade Regulation, Staff Orders
- Excellent knowledge of Labour Laws and Industrial Relations practices
- Excellent knowledge of the Grievance Policy for the Public Sector
- Good negotiating skills
- Excellent conflict management skills
- Good time management, planning, and organizing skills
- Good presentation skills
- Excellent written and oral communication skills
- Excellent interpersonal skills

**Functional:**

- Conduct investigations and produce reports accordingly
- Thorough understanding of human resources and labor relations principles, practices, and procedures
- Excellent management skills
- Develop and maintain positive relationships with employees, boards, officials, directors, and other stakeholders
- Develop an understanding of statistical concepts and methods of data collection
- Compile, research, and analyze information
- Compose and present comprehensive reports
- Acquire a thorough understanding of the organizations hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management (HRM), Public Sector Management or equivalent qualification and training
- Three - Five (3-5) years' experience in an HRM/IR capacity
- Specialized training in industrial relations would be an asset.

**2. Senior Personnel Officer (GMG/AM 4)****Job Purpose**

Reporting to the Director Human Resource Management, the incumbent is to provide administrative support in facilitating the implementation of Employee Benefits Programmes to assist in achieving the Brigade's goals and objectives.

**Key Responsibilities****Technical:**

- Supervises the work activities of the Registrar ensuring the smooth running of the Section
- Monitors the development and maintenance of employees' files ensuring that all relevant documented information is recorded and easily retrievable;
- Prepares submissions to the Commissioner for payment of gratuity and renewal of Contracts for Contract employees;
- Prepares submissions to the Commissioner for payment in lieu of Vacation Leave, Special Sick and No-pay leave, and acting for non-uniformed staff;
- Prepares documents relating to staff requests for payment of salary in advance on the approval of Vacation Leave;
- Prepares documents to the Director of Finance with regards to the matters affecting salary and all allowances for all Divisions and Headquarters such as temporary employments, transfers, salary reduction, deduction of fines from salaries, resignation and termination of service, increment and seniority;
- Assists in the recruitment and selection of lower level non-uniformed staff;
- Informs Systems Administrator of transfers, change of names and correction to names and NIS numbers so as to update nominal roll;
- Ensures that proper procedures are followed in processing applications for vacation, Special Sick Leave, No Pay, Departmental and Sick Leave;
- Records notes for interviews and meetings;
- Prepares Job and Reference Letters for Embassies, Banks, and other Institutions.
- Responds to Job Applications;
- Assists in identifying persons who need training at MIND and other institutions;
- Prepares letters of appointments for non-uniformed staff;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Sound interpersonal Skills
- Sound communication skills
- Sound customer relations skills
- Excellent integrity/ethics exercised in the performance of duties.

**Functional:**

- Teamwork and co-operation
- Knowledge of the use of computers and applications

- Knowledge of contemporary Human Resource Management practices
- Sound knowledge of Public Service Regulations, Terms & Conditions of Service Manual
- Sound knowledge of leave computation
- Sound knowledge of Labour Laws
- Sound people management skill
- Sound decision-making and problem-solving skills
- Sound listening and counseling skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management/Development or Management Studies or Public Administration from a recognized tertiary institution and two (2) years of related experience
- OR**
- Diploma in Human Resource Management/Development
- OR**
- Management Studies from a recognized tertiary institution and three (3) years related experience.

Applications, accompanied by résumés, should be submitted **no later than Thursday, 21<sup>st</sup> July, 2023 to:**

**Director, Human Resource Management  
Jamaica Fire Brigade  
Brigade Headquarters  
The Domes  
85 Hagley  
Kingston 10**

Email: [snr.dhrmd@jfb.gov.jm](mailto:snr.dhrmd@jfb.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**