



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 338

OSC Ref. C.5851²¹

28th 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/be assigned to the following posts in the **Ministry of Education and Youth**:

1. **Director (GMG/SEG 2) (Vacant) - Property and Asset Management Section**, salary range \$3,770,761 - \$5,071,254 per annum.
2. **Senior PMAS Officer (GMG/SEG 1) (Vacant) - Performance Management Appraisal System Section**, salary range \$3,094,839 - \$4,162,214 per annum.
3. **Human Resource Officer (GMG/AM 4) (Staffing) (Not Vacant) - Human Resource Management Section**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Performance Management Officer (GMG/AM 4) (Vacant) - Performance Management Appraisal System Section**, salary range \$2,478,125 - \$3,332,803 per annum.
5. **Human Resource Officer (GMG/AM 4) (Vacant) – Performance Management Appraisal System Section**, salary range \$2,478,125 - \$3,332,803 per annum.

1. Director (GMG/SEG 2)

Job Purpose

Under the general direction of the Director – Property Security, Asset Management & Office Services, the Property & Asset Manager is responsible for coordinating building and construction works; managing and renovating Ministry buildings (Heroes Circle, Caenwood and Agencies), aimed at preserving and enhancing a comfortable working environment, conducive to high levels of staff morale and productivity. The incumbent is also responsible for the management of the Ministry's assets.

Key Responsibilities

Technical/Professional:

- Supervises contracts for the maintenance and upgrading of the Ministry by:
 - Monitoring conceptual plans and estimates that facilitate and support fiscal decision-making;
 - Co-ordinating all parties involved in the planning, design, or upgrade process;
 - Liaising with the Procurement Branch in the sourcing, evaluating and contracting of professional and management services;
 - Monitoring and reporting on all phases of planning and execution of works;
 - Preparing contract change orders and monitoring their execution;
 - Reviewing and verifying contract plans and specifications for compliance with appropriate building codes and project requirements;
 - Receiving, reviewing and verifying pay requests from consultants and contractors;
 - Monitoring and facilitating resolution of contract disputes and claims;
 - Monitoring contract close-out and maintaining documentation files ; Performs any other related duties that may be assigned from time to time.
- Establishes and monitors schedules for the maintenance and upgrade of buildings, utilities, elevators, and signage for the facility;
- Monitors projects operations and ensures that contractual agreements and protocols are adhered to in an effort to safeguard the Ministry's interest;
- Investigates availability and suitability of options for the acquisition or lease of premises;
- Plans the best allocation and utilization of space and resources for new buildings, or reorganization of current premises in collaboration with relevant managers;
- Receives and approves modifications recommended by the Building Officer during the construction process;

- Assists with the development and implementation of an Emergency Disaster Preparedness Procedural Manual for the entire Ministry;
- Assists with the planning and execution of Disaster Preparedness Trainings and the overall maintenance of the facilities;
- Monitors and steers the Energy Management and Utility Consumption Improvement Programmes;
- Responds appropriately to emergencies or urgent facility related issues as they arise
- Verifies payment vouchers and Certificates of Payment for the satisfactory completion of work;
- Liaises with the Procurement Branch in preparing contract and procurement documents for the acquisition of supplies and services;
- Ensures that an appropriate asset management system is in place and monitor ongoing implementation;
- Maintains an effective asset management programme inclusive of reviewing valuation and insurance of the organization's assets to ensure that they are in keeping with Government of Jamaica policy;
- Maintains an Inventory and fixed Asset Register System for all goods and equipment;
- Recommends changes to policies and procedures in keeping with current inventory and asset management;
- Ensures the development and maintenance of an up-to-date computerized database for the equipment and other physical assets of the Ministry;
- Monitors and steers the process for removal of obsolete construction-related and office furniture and other related items by signing off on all items taken by the Board of Survey team for disposal;
- Performs other related duties that may be assigned from time to time.

Management/Administrative:

- Develops and implements the annual Operational, Budget and Work Plans for the Property Unit;
- Monitors Service Level Agreements (SLA) and Key Performance Indicators (KPI) as a basis for the management of performance of service providers;
- Monitors and controls the activities in the Drawing Office;
- Maintains an effective Asset Management Programme inclusive of reviewing valuation and insurance of the Organization's assets to ensure that they are in keeping with Government of Jamaica policy;
- Ensures an Inventory and Fixed Asset Register System for all goods and equipment is maintained;
- Recommends changes to policies and procedures in keeping with current inventory and asset management;
- Attends meetings on behalf of the Ministry;
- Ensures that staff are aware of and adheres to policies, procedures and regulations of the Ministry of Education, Youth & Information and that of the Public Service;

Human Resource

- Provides guidance and support to staff through coaching, mentoring and training;
- Identifies the appropriately resources for staff to execute their duties efficiently and effectively;
- Ensures the maintenance of a register of all properties owned or rented/leased by the Ministry;
- Reviews requisitions to ascertain the need for goods, cost effectiveness, quality and that expenditure are within budget;
- Maintains accurate and complete records of the administration of programs, both electronic and paper;
- Prepares monthly and special reports on areas of responsibility;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Identifies and manages the developmental and welfare needs of staff in the Unit;
- Collaborates with the Human Resource Management Section in developing and implementing a Succession Planning Programme;
- Fosters teamwork and a harmonious working environment and promotes collaborative working across Unit;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;

- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave;
- Recommends disciplinary action in keeping with established Human Resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.

Required Knowledge, Skills, and Competencies

Core:

- Strong planning, organizing and analytical skills
- Excellent customer service skills
- Attention to detail
- Ability to supervise technical staff and give advice and guidance to them
- Ability to work in a team environment
- Excellent oral and written communication skills

Technical:

- Knowledge of facilities planning, processes and procedures.
- Knowledge of estimating, budgeting, and scheduling practices
- Knowledge of building codes and standards of practice
- Knowledge of laws governing building contracts and contracting
- Knowledge of mechanical and electrical concepts, principles and systems
- Knowledge of building design, construction and maintenance.
- Proficiency in the use of computer programs, including computerized maintenance management software and MS Office suite.

Minimum Required Education and Experience

- First Degree in Property or Construction Management or related field
- Four (4) years of Property/Construction Management or related experience with at least two (2) years of relevant management/supervisory experience
- Training in Project management would be an asset

Special Conditions Associated with the Job

- Works indoors and outdoors
- Exposure to external environmental elements consistent with building maintenance and upgrade functions
- Required to work beyond and outside of normal working hours to meet project deadlines
- Required to travel locally
- Valid drivers' license and a reliable motor vehicle

2. Senior PMAS Officer (GMG/SEG 1)

Job Purpose

Under the general supervision of the Director- Performance Management & Appraisal System (PMAS) the Senior PMAS Officer will provide technical support for the development and maintenance of the Ministry of Education's Employee Performance Management Systems in accordance with directives of the Cabinet Office and policy directives.

Key Responsibilities

Technical/Professional:

- Participates in the implementation of Performance Management and improvement frameworks for the Ministry of Education that leads to the proper alignment of Individual Work Plans with the Divisional strategic business plans;
- Executes PMAS related Change Management initiatives in collaboration with other stakeholders;
- Maintains a register of employees as well as their appraising and reviewing Managers;
- Analyses Work Plans and Performance Reports for the staff in assigned Divisions of the Ministry, Regions and Agencies to ensure alignment with Operational Plans;

- Recommends the implementation of remedial and corrective action to address poor performance of employees to managers and directors in assigned Divisions;
- Escalates complex performance management challenges impacting Divisions to the Director, PMAS for more robust interventions;
- Disseminates approved customized Manuals and forms for the Ministry, Regions and its Agencies with PMAS Guidelines;
- Tracks the deployment and alignment of Performance Management activities;
- Provides feedback to employees of the status of their performance queries;
- Assists in developing customized PMAS material for Employee Orientation Session;
- Supports managers/directors and supervisors in preparing Work Plans to ensure that they are completed in the required standards for all relevant staff members within the agreed timeframes;
- Identifies skills gaps and recommends appropriate training;
- Updates and maintains Performance Appraisal records; and generates/compiles reports to inform HR decision making;
- Monitors the Performance Management Appraisal System (PMAS) within the Ministries to ensure equity and fairness in its Administration;
- Updates the employee competency database to facilitate Succession Planning;
- Compiles the customized PMAS material for employee orientation sessions in the Ministry its Departments and Agencies;
- Updates the Confidential Register of performance ratings and applicable awards/sanctions;
- Generates the relevant reports that will facilitate employee increment payment, development and recognition;
- Assist with the planning and hosting of employee recognition events;
- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support

Management/Administrative:

- Prepares the Annual Work Plan in accordance with PMAS standards;
- Supports the Director with preparing the Section's Annual Budget and Operational Plan;
- Drafts and revises PMAS Manuals, forms, Brochures etc.;
- Leads, prioritises and manages the day-to-day operation of staff to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Builds and maintains professional relationships with external and internal clients of the Ministry;
- Reviews best practices and recommends strategies that will improve the inventory maintenance function;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware and adheres to the policies, procedures and regulations of the Ministry of Education and Youth;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture is identified and provided for productive work;
- Prepares Monthly and Annual reports;
- Performs any other related duties assigned by the Director- Performance Management & Appraisal System.

Human Resource:

- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff and participates in the administration of staff benefits in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with established Human Resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;

- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies of staff and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts Performance Appraisals of staff supervised for required purpose and at required intervals.

Required Knowledge, Skills, and Competencies

Core:

- Strong presentation skills
- Well-developed interpersonal, verbal and written communication skills
- Good judgment, decision making and problem solving skills
- Attention to detail
- Well-developed planning and organizing skills
- Ability to build and maintain effective and collaborative working relationships at all levels within the
- Ministry and with external interest groups
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Strong customer orientation

Technical:

- Knowledge of Staff Orders / Public Service Regulations and relevant policies and procedures
Strong knowledge of the PMAS Guidelines and Reference Manual
- Sound knowledge of the PMAS as established in the Government of Jamaica Guidelines
- Sound knowledge of Government of Jamaica Human Resource Management policies and practices
- Working knowledge of planning, developing, facilitating and delivering training programmes
Proficiency in the use of relevant Microsoft Office Suite

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Human Resource Management, Public Sector Management or equivalent field
- Training in the operation of the government of Jamaica's Performance Management and Appraisal System would be an asset
- Minimum of three (3) years' experience in a similar working environment

Special Condition Associated with the Job

- Normal working conditions
- Required to travel island wide to facilitate PMAS training activities from time to time
- Required to possess a valid Driver's Licence and a reliable motor vehicle

3. Human Resource Officer (GMG/AM 4) (Staffing)

Job Purpose

Under the general supervision of the Senior Human Resource Officer – Staffing, the Human Resource Officer is responsible for organizing and co-ordinating general HR activities relating to employee services, recruitment, selection, orientation, and the administration of staffing policies for assigned Departments/Units within the Ministry in accordance to governing GOJ policies and procedures.

Key Responsibilities

Technical/Professional:

- Provides advice on interpretation and application of policies, regulations and rules to employees and Managers;
- Administers the Human Resource policies and procedures in keeping with the Staff Orders and the Public Service Regulations;
- Participates in the design, review/modification of tools and instruments geared at supporting

the recruitment processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.;

- Conducts research on related recruitment and general staffing issues as directed to inform HR Planning and analysis;
- Conducts and documents background checks for successful applicants;
- Conducts post selection activities (letters of appointment, medical etc.) ensuring that all relevant authorities/agencies are advised of the selection and all necessary documentation completed;
- Liaises with the Confidential Registry regarding the preparation of personal files for new employees;
- Prepares profiles, staff recommendations and letters in respect of acting assignments, appointments, promotions and re-assignments and other related HR communiques for all employees;
- Reviews and submits recommendations for promotions and acting appointments to the Human Resource Committee for final review;
- Advises the Payroll Section regarding staff appointments, promotions, assignments, transfers and separations in accordance with directives of the HREC and HRMC;
- Provides assistance with the co-ordination and conducts the Ministry's Onboarding and Orientation Programmes by developing schedules, co-ordinating logistics and any other related duties to foster positive attitude toward the Ministry's organizational objectives;
- Prepares submissions and processes payments for airfare, per diem, incidental allowance, etc, for officers travelling overseas on official business;
- Updates Service Records to reflect changes in salary, job title and classification and acting appointments;
- Liaises with the Employee Relations Unit regarding the preparation of Period of Service Records for all employees.
- Advises Unit/Divisional heads regarding the outcome of selection exercises;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and Organization.

Management/Administrative:

- Prepares Work Plans in accordance with PMAS standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs any other related duties that may be assigned by the Senior HR Officer.

Required Knowledge, Skills, and Competencies

Core:

- Excellent Interpersonal Skills
- Good judgment, decision making and problem solving skills
- Strong oral and written communication skills
- Confidentiality and Integrity
- Ability to work as part of a team and on own initiative
- Results and detailed-oriented
- Ability to influence and motivate others
- Strong customer service skills
- Strong time management skills

Technical:

- Knowledge of the principles of public sector management
- Sound knowledge of Human Resource Management principles and practices
- Working knowledge of the Public Service Regulations
- Excellent presentation skills;
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Ability to work independently and make sound and reasoned decisions
- Advanced IT skills in relation to Word, PowerPoint, and Excel

Minimum Required Education and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences with at least three (3) years related working experience; Or
- Associate Degree in Administration/Management Studies or equivalent with at least Four (4) years related working experience;

Special Conditions Associated with the Job

- Required to work beyond normal working hours to meet deadlines.

4. Performance Management Officer (GMG/AM 4)

Job Purpose

Under the supervision of the Senior Performance Management and Appraisal Officer, the PMAS Officer is required to support the development, maintenance, monitoring and internal assessment of the Performance Management and Appraisal system (PMAS) within the Ministry and its agencies.

Key Responsibilities

Technical/Professional:

- Appraises and processes PMAS Reports including the Work Plans, Interim Evaluation Reviews, and Annual Performance Appraisals;
- Prepares relevant documentation/communication to respective Heads of Section/ Units re status of submitted documents;
- Assists with coaching sessions to ensure that employees are educated about PMAS standards and procedures;
- Provides feedback and technical assistance to respective staff re quality of prepared report via email, telephone, or face-to-face;
- Generates relevant advisory to HRM / Employee Relations regarding the eligibility of staff for respective benefits for review/approval of the PMAS Director;
- Maintains & updates the PMAS Database daily in keeping with Standard Operating Practices; Generates Staff Training Needs Reports on a Monthly basis and submits to the Human Resource Development Section;
- Generates Staff Commendation List in light of the Annual Staff Recognition/Awards Ceremony.

Management/Administrative:

- Prepares Annual Work Plan;
- Liaises with managers and supervisors regarding the completion of Work Plans for all staff members; Notifies the relevant Human Resource Officers of staff eligible for the award of increments and incentives;
- Follow-up with managers and supervisors regarding remedial and corrective actions to address poor performance;
- Prepares and maintains Register of Performance Scores/Ratings;
- Performs any other related duties assigned by the Director- Performance Management & Appraisal System.

Required Knowledge, Skills, and Competencies

Core:

- Excellent Interpersonal Skills
- Strong appreciation of the change management process
- Excellent time management and organizing skills
- Demonstrates a high level of initiative, professionalism and confidentiality
- Attention to detail
- Excellent written and oral communication skills

Technical:

- Knowledge of the Public Service regulations and the Staff Orders for the Public Service;
- Sound knowledge of the PMAS methodology as established in the guidelines issued by the Office of the Cabinet
- Strong knowledge of Government of Jamaica Human Resource Management principles

- Proficiency of the use of computer applications (Microsoft Suite)

Minimum Required Education and Experience

- Bachelor's Degree in Management, Human Resource Management, Public Sector Management or equivalent field with a minimum of three (3) years' experience in a similar working environment
 - Training in the operation of the government of Jamaica's Performance Management and Appraisal System would be an asset
- OR**
- Associate Degree or Diploma in Management, Human Resource Management or equivalent qualifications and training;
 - Training in the operation of the GOJ Guideline Performance Management and Appraisal
 - Two (2) years' experience in Human Resource Management.

5. Human Resource Officer (GMG/AM 4)

Job Purpose

Under the general supervision of the Senior Human Resource Officer – Staffing, the Human Resource Officer is responsible for organizing and co-ordinating general HR activities relating to employee services, recruitment, selection, orientation and the administration of staffing policies for assigned Departments/Units within the Ministry in accordance to governing GOJ policies and procedures.

Key Responsibilities

Technical/Professional:

- Provides advice on interpretation and application of policies, regulations and rules to employees and Managers;
- Administers the Human Resource policies and procedures in keeping with the Staff Orders and the Public Service Regulations;
- Participates in the design, review/modification of tools and instruments geared at supporting the recruitment processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.
- Conducts research on related recruitment and general staffing issues as directed to inform HR Planning and analysis;
- Conducts and documents background checks for successful applicants;
- Conducts post selection activities (letters of appointment, medical etc.) ensuring that all relevant authorities/agencies are advised of the selection and all necessary documentation completed;
- Liaises with the Confidential Registry regarding the preparation of personal files for new employees;
- Prepares profiles, staff recommendations and letters in respect of acting assignments, appointments, promotions and re-assignments and other related HR communiques for all employees;
- Reviews and submits recommendations for promotions and acting appointments to the Human Resource Committee for final review;
- Advises the Payroll Section regarding staff appointments, promotions, assignments, transfers separations in accordance with directives of the HREC and HRMC;
- Provides assistance with the co-ordination and conducts the Ministry's onboarding and orientation programmes by developing schedules, coordinating logistics and any other related duties to foster positive attitude toward the Ministry's organizational objectives;
- Prepares submissions and processes payments for airfare, per diem, incidental allowance, etc, for officers travelling overseas on official business;
- Updates Service Records to reflect changes in salary, job title and classification and Acting appointments;
- Liaises with the Employee Relations Unit regarding the preparation of Period of Service Records for all employees;
- Advises Unit/Divisional heads regarding the outcome of selection exercises;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and organization.

Management/Administrative

- Prepares Work Plans in accordance with PMAS standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme;
- Performs any other related duties as assigned by the Senior HR Officer.

Required Knowledge, Skills, and Competencies

Core:

- Excellent Interpersonal Skills
- Good judgment, decision making and problem solving skills
- Strong oral and written communication skills
- Confidentiality and Integrity
- Ability to work as part of a team & on own initiative
- Results & detailed-oriented
- Ability to influence and motivate others
- Strong customer service skills
- Strong time management skills

Technical:

- Knowledge of the principles of public sector management;
- Sound knowledge of Human Resource Management principles and practices;
- Working knowledge of the Public Service Regulations;
- Excellent presentation skills;
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;
- Advanced IT skills in relation to Word, PowerPoint, and Excel.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences with at least three (3) years related working experience;
- Or**
- Associate Degree in Administration/Management Studies or equivalent with at least Four (4) years related working experience;

Specific Condition Associated with the Job:

- Required to work beyond normal working hours.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 15th August, 2023 to:**

**Director, Human Resource Management
Ministry of Education and Youth
2- 4 National Heroes Circle
Kingston 4**

Email: jobapplications@moey.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**