



## Office of the Services Commissions

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### **CIRCULAR No. 352** **OSC Ref. C.4515<sup>4</sup>**

**12<sup>th</sup> September, 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 **Supreme Court's Office**:

1. **Senior Human Resource Officer (GMG/SEG 2) – Human Resource Department**, salary range \$3,770,761 – \$5,071,254 per annum.
2. **Human Resource Officer (Staffing) (GMG/AM 4) – Human Resource Unit**, salary range \$2,478,125 – \$3,332,803 per annum.
3. **Assistant Human Resource Officer (GMG/AM 3) (2 posts) – Human Resource Unit**, salary range \$1,984,305 – \$2,668,670 per annum.

#### **1. Senior Human Resource Officer (GMG/SEG 2)**

##### **Job Purpose**

Under the general Direction of the Senior Director, Human Resource Management and Administration, the Senior Human Resource Officer has primary responsibility to provide support in the co-ordination of the Human Resource activities of the Supreme Court, by ensuring employee relations, recruitment and selection, appointments and records management, benefits administration, in accordance with the GOJ Human Resource policies and regulations.

##### **Key Responsibilities**

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

- Manages/co-ordinates the work and staff of the Human Resource Management Unit;
- Develops, constantly reviews and revises appropriate systems and procedures for the delivery of the various services provided by the Unit;
- Participates in meeting, conferences and other forum on behalf of the Supreme Court;
- Identifies areas where human resource improvements are needed, develops proposals and makes recommendations accordingly;
- Keeps abreast of trends and changes in global HRM practices and recommends their implementation/adoption where necessary to improve the quality of Human Resource services in the organization;
- Establishes and maintains effective relationship with management to gain confidence and cooperation in the delivery of human resource services;
- Prepares and submits activity/performance and other reports as requested;
- Ensures that staff is aware of and adheres to the policies/procedures and regulations of the Division and the Ministry.

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

- Administers the Human Resources policies and procedures in keeping with the Staff Orders and Public Service Regulations;
- Conducts the recruitment of staff by drafting the job advertisement for assign levels and co-ordinating the interview process;
- Processes and advises relevant officers and internal and external Departments of officers' employment, resignation, termination, retirement and benefits;
- Administers the appointments, promotion, retirement discipline and leave policies, in collaboration with the Human Resource Committee and/or other relevant Agencies;
- Plans and participates in the orientation of new recruits;
- Advises staff on issues, including Performance Appraisal, promotion, disciplinary procedures, punctuality, pensions and benefits;
- Oversees the processing and approval of all leave applications, including Vacation, Departmental, Casual, No-Pay, Sick and Maternity for employees of the Supreme Court, in keeping with Public Sector policies procedures and guidelines;

- Oversees the maintenance of an up-to-date staff list and personal records for all non-judicial staff in the Supreme Court;
- Assists in the implementation of HR intervention strategies e.g. counselling, training and/or staff rotation;
- Ensures that arrangements for medical examination of permanently appointed staff members are made;
- Participates in the administration of Industrial Relations matters;
- Assists in providing, guidance, mentorship, counselling and coaching to the general staff;
- Assists in identifying training needs in conjunction with Line Managers and make arrangements with the Training Unit at CAD for staff to be trained.

***Supervisory:***

- Manages the welfare and development of staff supervised, through effective performance management, training and development;
- Provides leadership through effective objective setting, delegation and communication;
- Provides guidance to staff in the Unit through coaching, mentoring, training and any other support as needed;
- Assists with the programme to foster the Values and Attitudes initiative within the Division;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Recommends leave for staff supervised, in keeping with established Human Resource Policies;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Excellent time management skills
- Excellent customer relations and interpersonal relationship building skills
- Ability to prioritize and effective problem-solving
- Ability to lead and manage a team
- Ability to use Initiative
- Ability to work in a methodical manner
- Ability to exercise a high level of Integrity and confidentiality
- Ability to motivate staff

***Technical:***

- Excellent knowledge and understanding of the Staff Orders, Public Sector Regulations and other related GOJ policies and procedures
- Excellent planning and organizing skills
- Excellent decision-making, analytical and problem-solving skills
- Knowledge and understanding of the Court procedures/operations
- Knowledge of Labour Laws and Industrial Relations Practices
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management, Business Administration or related qualification from an accredited Institution with 4 years' experience in related field;
- Supervisory Management is an asset.

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

**Job Purpose**

The incumbent will be responsible for providing support to the Human Resource Senior Human Resource Officer in co-ordinating the staffing, recruitment and records management functions in accordance with established GOJ standards.

### **Key Responsibilities**

- Prepares documents, orders, reports, referrals and other related paperwork;
- Submits recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to the Office of the Services Commissions (OSC) and Registrar for approval;
- Requests Performance Evaluation Reports from Department/Divisions to process appointment or promotion, for Increments and Senior Payments;
- Processes request for special allowance, increments and seniority;
- Advises employees and the relevant offices of the Office of the Services Commissions decisions for acting appointments, temporary employment, promotions, appointments, resignations and termination and ensures the Salaries Unit is advised to effect payments or cessation of payments;
- Liaises with relevant offices to obtain information and following-up on delegated assignments;
- Follow-ups on request for Probationary Reports from Divisions/ Registries of the Supreme Court, ensuring that the prescribed forms are appropriately completed for submission to OSC;
- Verifies the operation of posts prior to making submissions for employments/assignments;
- Requests Post Operations Committee (POC) approval to activate vacant/separated positions;
- Prepares and disseminates advertisement for vacant and non-vacant position internally and externally;
- Manages the application process, download resumes and prepares the shortlisting matrix of applicants to invite to interviews; shortlist candidates for interview;
- Prepares interview documents such as interview and assessment rating sheets for interview, Interview Kits for members of Interview Panel;
- Liaises with candidates and inform them of date and time of interview, as well as providing them with relevant information to facilitate easier access to the interviewing process;
- Prepares resource material for Assessment Centres and interviews for all candidates and panellists;
- Co-ordinates logistic arrangements (meeting room, refreshment etc.) for the Assessment Centres and interviews;
- Tallies results from Interviews and Assessment Centres and submits final report to Senior Human Resource Officer for review before submission to Registrar/Office of the Services Commissions for final decision;
- Prepares letter to request references/referee reports and follows up with request to ensure receipt of the report;
- Prepares and dispatches letters to all unsuccessful candidates and "Offer Letters" to successful candidates;
- Creates and maintains recruitment folders;
- Conducts background checks of successful applicants;
- Develops and maintains an effective and efficient Records Management System for all staff in the Supreme Court;
- Visits assigned Divisions/Registries to check and ensure that personal records are properly maintained by the supervisors;
- Assists with conducting Orientation Programmes for new employees so as to ensure that they are aware of the policies, procedures and regulations of the Department;
- Provides advice on Human Resource related matters to the Court staff;
- Updates and maintains staff list accordingly;
- Performs any other duties that may be assigned from time to time.

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

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

- Excellent planning, organizing and co-ordinating skills
- Ability to communicate effectively, both orally and in writing
- Ability to work on own initiative and with a team
- Good customer service and interpersonal skills
- Ability to work under pressure and meet deadlines
- Reliable, flexible and ability to multi-task

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

- Knowledge and understanding of the Supreme Court procedures/operations
- Proficient in the use of computer applications
- Sound knowledge of the Government Human Resource Policies and Procedures Rules and Regulations relating to employment in the Public Service

- Excellent knowledge of the recruitment, transfer and secondment processes with specific reference to the role of the Public Service Commission
- Sets and maintains high performance standards
- Attention to detail, accuracy and completeness
- Maintains a high level of productivity and self-direction
- Excellent knowledge of Government of Jamaica Records Management Systems

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

- Bachelors of Science Degree in Human Resource Management/Business Administration or any related Social Science Degree, with at least one (1) year related experience in a similar environment.

**OR**

- Associate of Science Degree in Human Resource Management/Business Administration or related area, with three (3) years' working experience, with at least (2) years in the Human Resource environment.

### **3. Assistant Human Resource Officer (GMG/AM 3) (2 posts)**

#### **Job Purpose**

The Assistant Human Resource Officer co-ordinates leave administration and maintains service records for staff in the Supreme Court.

#### **Key Responsibilities**

- Updates and maintains service records for all members of staff ensuring that changes in the salaries, leave and study leave, acting, assignment, reassignment etc, and reflected in the service record document;
- Process leave applications including Vacation, Departmental, Casual, No-Pay, Sick and Maternity for employees of the Supreme Court in keeping with Public Sector policies, procedures and guidelines by:
  - ✓ Determining eligibility
  - ✓ Calculating/generating leave entitlement and resumption date
  - ✓ Updating respective leave records
  - ✓ Liaising with applicants as necessary
  - ✓ Responding to queries from employees
- Provides information to staff regarding leave entitlement/leave process as required;
- Records all approved leave;
- Prepares submission for approval of payment in lieu of Vacation, Special Sick Leave, No Pay Leave and accumulation of leave;
- Updates Service Records and leave computation for pension process as requested;
- Updates PEPAS System and submits retirement documents and information to PAU;
- Reviews, researches and processes files to assist with terminal benefits;
- Prepares Annual Leave Rosters for Divisions/Units;
- Monitors Attendance Registers;
- Monitors and audits Attendance Registers of all Divisions in the Supreme Court;
- Prepares and maintains Attendance and Punctuality Reports of all Divisions in the Supreme Court;
- Prepares letters to staff informing them of punctuality and attendance issues in accordance with established standards;
- Provides advice on Human Resource related matters to the Court staff;
- Performs any other related duties that may be assigned from time to time.

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

#### **Core:**

- Ability to exercise a high level of integrity and confidentiality on the job
- Strong knowledge of leave processing
- Ability to use initiative and manage own time
- Ability to analyze and solve problems
- Ability to work in a team
- Good customer service skills
- Good interpersonal relation skills

**Technical:**

- Sound knowledge of Staff Orders and Public Service Regulations
- Sound knowledge of Human Resource principles and practices
- Good knowledge of the organization's policies, procedures and mandate
- Good communication i.e. oral, written and presentation skills
- Proficient in the use of relevant Computer Applications
- Ability to withstand work pressure on an on-going basis

**Minimum Required Qualification and Experience**

- Associate Degree in Human Resource Management or other related field; **or**
- Diploma in Human Resource Management or other related field; **or**
- Training in Records and Leave Management would be an asset;
- Two (2) year experience in a similar position.


Applications accompanied by Résumés should be submitted **no later than Friday, 22<sup>nd</sup> September, 2023 to:**

**Senior Human Resource Officer  
Supreme Court  
Kings Street  
Kingston**

Email: [hrd@jamaicajudiciary.gov.jm](mailto:hrd@jamaicajudiciary.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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer (acting)**