



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
Website: www.osc.gov.jm

CIRCULAR No. 392 **OSC Ref. C.4515/S3²**

28th 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 be assigned to/fill the following posts in the **Court Administration Division, Supreme Court**:

1. **Web Master ((MIS/IT 4) (Not Vacant) – Information Communication and Technology Division**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Assistant Human Resource Officer (GMG/AM 3) (Vacant) – Human Resource Management and Administration Division**, salary range \$1,984,305 - \$2,668,670 per annum.

1. Web Master (MIS/IT 4)

Job Purpose

Under the supervision of the Director, Information Communication Technology, the incumbent creates and maintains structure for websites, create in-house multi-media designs and ensures user friendly environment.

Key Responsibilities

Technical/Professional:

- Manages a programme for coding of application system software from given specifications;
- Maintains, modifies and debugs application programmes from given specifications;
- Creates and maintains the structure of websites (extranet, intranet and internet versions) databases for optimal performance;
- Creates in-house training materials, as well as multimedia designs and presentations;
- Assists in the training of users of website (extranet, intranet and internet versions) application system software;
- Undertakes the analysis of requirements, design, development and maintenance of Internet websites for the Department by using XHTML, JAVA Script and other similar programming languages;
- Ensures the timeliness, usefulness, accuracy and completeness of all information provided for the websites;
- Liaises with Public Relations Officer and other Team Members as necessary for the gathering of information to be viewed on the websites;
- Assists in the training of users and promotes the use of these websites;
- Assists in providing training material for users and computer operation staff;
- Provides excellent customer service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems;
- Represents the Unit internally and externally as is required, and attends meetings;
- Ensures a user-friendly environment by providing the relevant menus, features and creation of icons as is appropriate;
- Secures the websites from hackers and viruses;
- Produces a consistent visual image on the website by promoting uniform fonts, formatting, icons, images; layout techniques and modularization including maintenance of template and image archives;
- Determines appropriate compression techniques, resolutions, sizes, colors maps and depths to ensure that images are delivered to the viewer at sufficiently high speed and quality;
- Checks for malfunctions, diagnoses and fixes them;
- Ensures that all Webmaster mail receives timely responses or are dispatched to relevant personnel in a timely manner;
- Adapts to a changing scene with sometimes conflicting priorities; assesses new standards, technologies and trends and formulate strategies and plans for enhancing the website;
- Establishes virtual directories and virtual servers as required;

- Ensures the proper maintenance of a logging system, and the generation / production of fortnightly reports.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent organizing and planning skills

Technical:

- Understanding of information technology tools and techniques
- Be abreast of current technological trends
- Proficiency in utilizing existing and/or new technologies
- A thorough understanding of ICT policies

Minimum Required Qualification and Experience

- Bachelor's Degree in Information Technology or Computer Science or its equivalent from an accredited tertiary institution;
- Four (4) years' experience in application and website development.

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

Job Purpose

Under the direct supervision of the Senior Human Resource Officer, the incumbent is responsible for providing support in the various Human Resource functions, which include recruitment, staffing, performance monitoring, promoting and appointments; ensuring that supervisors and staff adheres to the Government of Jamaica principles and regulations that guides of the Human Resource Management practices.

Key Responsibilities

Technical/Professional:

- Participates in the recruitment, selection and appointment of staff for posts equivalent to GMG/AM 2 and below;
- Liaises with assigned Courts to identify manpower needs;
- Assists in the development of circulars for the advertising of vacant posts;
- Verifies the operation of posts prior to making submissions for employments/assignments;
- Assists in the preparation of short listing of candidates who have been selected for interviews;
- Assists in the preparation of interview documents such as interview rating sheets, and relevant extracts from candidates personal data;
- Assists in making the necessary arrangements for the interviews;
- Participates in interviews conducted for the assigned levels/grades;
- Requests background checks of successful applicants;
- Submits recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to Office of the Services Commissions (OSC) for their approval;
- 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;
- Follow-up on request for Probationary Reports from external and internal Divisions/Units and ensuring that the prescribed forms are appropriately completed for submission to OSC;
- Visits assigned Courts to ensure that personal records are properly maintained by Court Administrator;
- Provides advice on Human Resource related matters to the Court staff;
- Prepares monthly schedule of employees who are habitually late or absent for the attention of the Senior Human Resource Manager;
- 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;

- Assists in conducting Exit Interviews for employees who are separating from the service and ensures that all separations matters loans, bonds, bills, etc. are satisfactorily settled.

Required Knowledge, Skills, and Competencies

Core:

- Good communication i.e. oral, written and presentation skills
- Excellent interpersonal relation skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to use initiative and manage own time
- Ability to analyze and solve problems
- Ability to work in a team

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, procedure and mandate
- Excellent customer service skills
- Proficient in the use of relevant Computer Applications;

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**
- Two (2) year experience in a similar position.

Special Condition Associated with the Job

- Stressful and critical deadlines for completion of projects.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11th October, 2023 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

Email: hrma@cad.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**