



Office of the Services Commissions

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CIRCULAR No. 427 **OSC Ref. C. 6222¹¹**

9th October, 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 **Post and Telecommunications Department**:

1. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 2) (Vacant) - Human Resource Management and Administration Division**, salary range \$3,770,761 – \$5,071,254 per annum.
2. **Senior Human Resource Officer (Staffing) (GMG/SEG 1) (Vacant) – Human Resource Management and Administration Division**, salary range \$3,094,839 - \$4,162,214 per annum.
3. **Senior Human Resource Officer (Benefits) (GMG/SEG 1) (Not Vacant) – Human Resource Management and Administration Division**, salary range \$3,094,839 - \$4,162,214 per annum.
4. **Human Resource Officer (Staffing) (GMG/AM 4) (vacant) – Corporate Services Division**, salary range \$2,478,125 - \$3,332,803 per annum.
5. **Assistant Human Resource Officer (OD & PM) (GMG/AM 3) (Vacant) – Corporate Services Division**, salary range \$1,984,305 - \$2,668,670 per annum.
6. **Assistant Human Resource Officer (Staffing) (GMG/AM 3) (Not Vacant) – Corporate Services Division**, salary range \$1,984,305 - \$2,668,670 per annum.

1. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 2)**

Job Purpose

The Director, Employee Relations, Occupational Health and Safety is responsible for developing and implementing employee relations and welfare strategies which are designed to motivate staff to meet the Department's strategic needs. The incumbent is also responsible for the management of discipline and grievance and is required to foster and promote a harmonious industrial relations climate, while enabling employees to be productive, healthy and safe.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Employee Relations and Wellbeing (ERW) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Develops Individual Work Plan;
- Manages the daily operations of the HRW Unit to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Provides guidance/advice to the Postmaster General, Director, HRMD and other personnel on matters under purview;
- Administers policies and programmes ensuring consistency, equity and the maintenance of good Human Resources practices;
- Keeps abreast of trends and changes in Employee Relations and Wellbeing and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical:

- Provides advice to managers and staff about welfare, grievance, occupational health and safety, industrial relations and disciplinary matters;
- Develops, maintains and coordinates the implementation of the following policies for the Department:-
 - ✓ Code of Conduct and Disciplinary Procedures
 - ✓ Dress Code
 - ✓ Punctuality
 - ✓ Health and Safety
- Co-ordinates the establishment of a Disciplinary Committee as required;
- Manages the administration of the disciplinary and grievance processes for the Department and reviews and signs letters/correspondences to staff and externally in this regard or as directed by the Director, Human Resource Management and Development;
- Develops and maintains an employee relations strategy that will foster and enhance cooperation, unity and fairness within the Department;
- Designs and implements systems and procedures as required to deal with employee related issues;
- Co-ordinates the establishment of a Welfare Committee and acts as Chairperson;
- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Reviews current policies, practices and cultural attitudes and makes recommendations to improve/promote a harmonious working environment;
- Manages the operations of the Welfare Fund;
- Ensures that counseling is provided for staff as required;
- Ensures that employees are sensitized on Occupational Health and Safety matters, work life balance practices, disaster management and other current issues;
- Ensures the effective co-ordination of health, welfare and social activities for the Department;
- Contributes to development of the Department's Hurricane Plan;
- Liaises with medical practitioners regarding mentally ill staff;
- Ensures that mechanisms are developed to manage occupational health and safety issues and other job related injuries that may occur;
- Reviews and prepares submissions (such as interdiction, consideration to terminate temporary employment) for the Human Resource Executive Committee (HREC) for consideration.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other:

- Serves on designated Management Committees in the Department;
- Performs any other related duties that may be assigned from time to time.

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

- Excellent oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills

- Goal/Result Oriented
- Managing External Relationships
- Good leadership skills
- Impact and Influence
- Managing Partners
- Analytical Thinking

Technical:

- Use of Information, Communication and Technology
- Change Management
- Strategic Vision
- People Management
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the administration of human resource management services
- Knowledge of the GoJ's Budget Management process
- Knowledge of the current trends in Human Resource Management techniques and practices
- Knowledge of the Labour Laws
- Knowledge of the Occupational Health and Safety practices

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Industrial Relations, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in the administration of employee relations matters and the planning and delivery of welfare initiatives in an organisation of similar size and complexity;

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide;
- May be required to travel overseas.

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

Job Purpose

The Senior Human Resource Officer (Staffing) is responsible for the co-ordination of recruitment and selection activities and other staffing arrangements for the Department.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRM's Unit Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Staffing Section to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in strategic staffing and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical:

- Participates in the development and implementation of the Department's Recruitment and Selection Programme;
- Ensures requests for operations of posts are submitted to the Ministry of Finance and the Public Service (MOFPS);
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation to the Human Resource Executive Committee (HREC);
- Assists with the preparation of contracts and gratuity payments;

- Advises staff on Human Resource policies and procedures;
- Liaises with internal and external stakeholders on personnel issues/matters;
- Participates in the Department's Orientation Programme;
- Co-ordinates and participates in the recruitment and selection of staff:-
 - ✓ Ensures the maintenance of a Recruitment and Selection Schedule for the Department
 - ✓ Prepares and refers advertisements to the Director, Human Resource Management (HRM) and other significant managers for review and circulates approved document to the Office of the Services Commissions (OSC) or other medium for appropriate action
 - ✓ Prepares letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates
 - ✓ Verifies the authenticity of employments documents submitted by candidates
 - ✓ Ensures the coordination of activities for assessment centres such as ensuring logistics arrangements (meeting room, refreshment etc.) and participants are properly notified
 - ✓ Ensures the preparation of interview assessment sheets and packages for panel members
 - ✓ Serves as interview panellists
 - ✓ Liaises with candidates and informs them of date and time of interviews as well as provide them with the relevant information to facilitate easy access to the interview
 - ✓ Tallies results from interviews and assessment centres and submits final reports to the Director, HRM for review and directives on next steps
 - ✓ Requests Referee Reports and follow-up with requests
 - ✓ Submits requests to Jamaica Constabulary Force for vetting/background checks to be conducted on prospective employees
 - ✓ Processes letters of application and referrals received from the OSC
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Co-ordinates and conducts Exit Interviews;
- Reviews and signs letters/correspondences to staff for staffing arrangements or as directed by the Director, HRMD;
- Coordinates the placement of individuals for summer employment and other internship programmes;
- Ensures the monitoring of temporary employments and acting assignments approved by the HREC and Director, HRMD and that recommendations (inclusive of performance evaluation reports) for appointments/promotions are requested;
- Ensures the monitoring of permanent appointments approved by the HREC and Director, HRMD and those probationary reports for confirmation of appointments are requested;
- Ensures arrangements are made for staff to do medical examinations for confirmation of permanent appointment.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal Skills
- Ability to use own initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills

- Good planning and organizing skills
- Goal/Result Oriented
- Managing External Relationships
- Impact and Influence
- Managing Partners
- Analytical Thinking
- Good leadership skills

Technical:

- Good use of Information, Communication and Technology
- Change Management
- Strategic Vision
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of the current trends in human resource management techniques and practices
- Knowledge of the Government of Jamaica recruitment and selection practices

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in human resource management, preferably in the Public Sector, in an organization of similar size and complexity.

Special Conditions Associated with the Job:

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide.

3. Senior Human Resource Officer (Benefits) (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer (Benefits) is responsible for managing the administration of pensions, leave, loans, allowances and related benefits for the Department.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRM's Unit Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Benefits Section to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in pensions and benefits administration and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical:

- Provides advice to staff on all types of available benefits, leave and pension matters;
- Ensures the effective administration of benefits, leave and pension processes;
- Reviews and signs approval/non-approval letters for benefits;
- Reviews computed leave and signs approval/non-approval letters;
- Oversees the development and maintenance of a travelling officers' database to manage the submission of motor vehicle documents;
- Verifies travelling claims in keeping with motor vehicle documents for submission to the Finance and Accounts Division for payment;
- Processes requests to use motor vehicle to perform official duties;

- Reviews as well as prepares submissions (seniority allowance, qualification increment, tuition refund, accumulation of vacation leave, payment in lieu of vacation leave, special sick leave, and no-pay leave) to the Human Resource Committee (HRC) Meetings for consideration;
- Participates in orienting new staff on available Government benefits;
- Coordinates in collaboration with stakeholders the processing of Long Service Awards;
- Verifies and ensures the circulation of notices to staff regarding their maximum of vacation leave eligibility;
- Verifies Departmental and Vacation Leave Rosters prepared for circulation;
- Ensures the maintenance and monitoring of a Retirement Schedule for the Department so that officers are made aware of their retirement date and the documents they are required to submit to process their retirement;
- Ensures that the necessary steps are taken to have final Vacation Leave Computations and Period of Service Records prepared;
- Reviews and submits final Leave Computations for transfers, resignation and retirement to the Internal Audit Unit and the MOFPS for verification respectively;
- Reviews as well as prepares retirement (normal age) submissions to the Human Resource Executive Committee (HREC) for consideration;
- Reviews as well as prepares retirement (early retirement, medical grounds, public interest, and abolition of post) submissions to the Office of the Services Commissions (OSC) for consideration;
- Ensures the processing of pensions and other related benefits through the maintenance of the Public Employee's Pension Administration System (PEPAS).

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established human resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/Result Oriented
- Managing External Relationships
- Impact and Influence
- Managing Partners
- Analytical Thinking
- Good leadership skills

Technical:

- Good use of Information, Communication and Technology
- Change Management
- Strategic Vision
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of the current trends in human resource management techniques and practices

- Knowledge of the Pensions (Public Service) Act, 2017
- Knowledge of the Government Employees' (Compassionate Gratuities) Resolution, 1947
- Knowledge of the Government benefits and pension administration processes

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in human resource management, preferably in the public sector, in an organization of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment.

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

Job Purpose

The Human Resource Officer (Staffing) (GMG/AM 4) is responsible for providing support in the recruitment and selection of staff and other staffing arrangements for the Department.

Key Responsibilities

Administrative/Managerial:

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Provides general advice to Staff on the recruitment and selection process;
- Participates in identifying the needs for Staff and makes appropriate submissions to the Senior Human Resource Officer (Staffing) and the Director, Human Resource Management;
- Prepares requests for the operation of posts;
- Participates in the recruitment and selection process by:-
 - ✓ Shortlisting candidates;
 - ✓ Co-ordinating activities for assessment centres; ensuring that schedule of activities are prepared and participants are properly notified and provided with the necessary information;
 - ✓ Coordinating logistic arrangements (meeting room and refreshments) for interviews and assessment centres;
 - ✓ Preparing interview assessment sheets and packages for panel members
 - ✓ Reminding candidates and panellists of date of assessment centre and interview
 - ✓ Participating on interview panels;
 - ✓ Tallying results from interviews and assessment centres and preparing reports for further action;
 - ✓ Preparing correspondence to shortlisted applicants and "Offer Letters" to successful candidates;
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation to the Human Resource Executive Committee (HREC) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Human Resource Executive Committee;
- Monitors temporary employments and acting assignments approved by the HREC and requests recommendations (inclusive of Performance Evaluation Reports) for appointments/promotions;
- Monitors permanent appointments approved by the HREC and requests probationary reports for confirmation of appointments;
- Arranges for Staff to do medical examinations for confirmation of permanent appointment;
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Assists with co-ordinating the placement of individuals for summer employment and other internship programmes;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/Result Oriented
- Managing External Relationships
- Analytical Thinking

Technical:

- Good use of Information, Communication and Technology
- Change Management
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit (FAA) Act financial instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of the Government of Jamaica's recruitment and selection practices

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide.

5. Assistant Human Resource Officer (OD & PM) (GMG/AM 3)

Job Purpose

The Assistant Human Resource Officer, Organizational Development and Performance Management (OD & PM) is responsible for providing administrative support in respect of all organizational development and performance management matters.

Key Responsibilities

Management/Administrative:

- Assists with the preparation of the OD & PM Unit's Plan and Budget;
- Prepares Individual Work Plan;
- Prepares status and other reports as requested;
- Represents the Department at meetings/conferences and other fora as requested.

Technical:

- Participates in the conduction (use of surveys, focus groups and other relevant methodologies) of organizational needs assessments to determine organizational readiness for change;
- Assists with coordinating activities concerning collaborating with management to develop and employ change management strategies;
- Assists with co-ordinating activities geared towards creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the organization's strategic direction;
- Assists with co-ordinating activities related to the development and maintenance of Human Resource systems (policies and standard operating procedures).;
- Schedules and participates in the conduct of job analysis by using interviews, questionnaires, observations and research;

- Schedules and participates in the conduct of desk audits to validate job responsibilities and duties;
- Participates in the development and maintenance of Organization Charts for the Department, its Divisions, Branches and Units;
- Participates in the development and maintains assigned Job Descriptions and Terms of References;
- Participates in the conduct of post audits of the Civil Service Establishment Act in keeping with changes in the machinery of Government;
- Participates in managing performance management and appraisal for staff in the Department.
- Develops and maintains Performance Evaluation Report (PER) database;
- Assists with co-ordinating the implementation and administration of the PMAS/EPMS within the Department by:-
 - ✓ Participating in the development and maintenance of the Department's Competency Framework
 - ✓ Maintaining Job Descriptions as assigned in keeping with the Department's Competency Framework
 - ✓ Assisting with coordinating the development and maintenance of a Rewards and Recognition Policy for the Department
 - ✓ Assisting with coordinating the development and maintenance of Standard Operating Procedures
 - ✓ Checking staff eligibility for performance increments/awards and notifies the relevant HR Officers for processing and submission of related information to the Finance and Accounts Division
 - ✓ Maintaining PMAS database to monitor the processing of increments and submission of performance appraisals, work plans and other relevant documents
 - ✓ Preparing PMAS reports for submission to the relevant stakeholders
 - ✓ Maintaining PMAS records
 - ✓ Scheduling OD/PMAS sessions
 - ✓ Preparing and issues OD/PMAS notifications
 - ✓ Disseminating all OD/PMAS information (newsletters, manuals, handbooks, templates, policies, and procedures) to managers, supervisors and other staff.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/Result Oriented

Technical:

- Good use of Information, Communication and Technology
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of the Research and data analysis techniques
- Knowledge of the Job analysis, writing Job Descriptions and Work Plans

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- Two (2) years' experience in Human Resource Management preferably in the Public Sector, in an organisation of similar size and complexity;
- One (1) year experience working with PMAS;
- Training in the operation of the GoJ Guidelines for the Performance Management and Appraisal System.

Special Conditions Associated with the Job:

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions;
- Required to travel island wide.

6. Assistant Human Resource Officer (Staffing) (GMG/AM 3)**Job Purpose**

The Assistant Human Resource Officer (Staffing) (GMG/AM 3) is responsible for providing support in the administration of staffing arrangements in the Department.

Key Responsibilities***Administrative/Managerial:***

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed;
- Prepares status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Develops and maintains database of job applicants for ease of filling positions in a limited timeframe;
- Prepares responses/letters to job applications and referrals received from the Office of the Services Commissions;
- Maintains Recruitment and Selection Schedule for the Department;
- Assists with shortlisting candidates;
- Participates on interview panels;
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation) to the Director, Human Resource Management and Development (HRMD) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Director, HRMD for consideration;
- Monitors temporary employments and acting assignments approved by the Director, HRMD and requests recommendations (inclusive of Performance Evaluation Reports) for permanent appointments/promotions as required;
- Monitors permanent appointments approved by the Director, HRMD and requests Probationary Reports for confirmation of appointment;
- Arranges for Staff to do medical examinations for confirmation of permanent appointment.
- Prepares Staff Bulletin to communicate to Staff and welcome new employees to the Department;
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Collaborates with the HRMD Branch's Registry to ensure that recruitment records are kept up-to-date and are easily retrievable;
- Performs any other related duties that may be assigned from time to time.

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

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Ability to use own initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/Result Oriented
- Managing External Relationships
- Analytical Thinking

Technical:

- Good use of Information, Communication and Technology

- Change Management
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of the Government of Jamaica recruitment and selection practices

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Maybe required to travel island wide.

Applications accompanied by résumés should be submitted **no later than Monday, 23rd October, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: ceooffice@jamaicapost.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**