



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. 449 **OSC Ref. C.6555¹⁶**

25th 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 the following **vacant** posts in the **Human Resource Management and Development Branch, Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Human Resource Officer (HRMIS) (GMG/SEG 1)**, salary range \$3,094,839 - \$4,162,214 per annum.
2. **Human Resource Officer (Staffing) and Benefits) (GMG/AM 4)**, salary range \$2,478,125 - \$3,332,803 per annum.

1. Senior Human Resource Officer (HRMIS) (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer (HRMIS) is responsible for managing the Human Resource Management Information Systems and personnel records, facilitating accurate capture and integrity. The incumbent will update and maintain an automated HRMIS thereby enhancing and supporting the HR decision making capabilities and other activities within the Branch.

Key Responsibilities

Management/Administrative:

- Develops, implements, maintains and manages Standard Operating Procedures for personnel records;
- Ensures accurate documentation process/procedures manuals are designed and updated for all HRMIS processes;
- Provides recommendations on organizational policy matters related to HRMIS;
- Responds to enquiries and complaints concerning records and information management;
- Serves on various committees internal and external to the Ministry;
- Represents the Ministry at Seminars, Conferences, Symposiums, etc.

Technical/Professional:

- Automates applicable Human Resource processes;
- Assists with maintaining the following lists/schedules:
 - ✓ Staff Lists
 - ✓ Staff Attrition Lists
 - ✓ Travelling Officers/Motor Vehicle Documents
 - ✓ Integrity Commission Declarants
 - ✓ Other databases and schedules
- Assists in creating HR workflow system solutions to support strategies and initiatives;
- Maintains security access codes ensuring system is secured at all times;
- Liaises with Information and Communication Technology Branch and other key personnel to ensure smooth operation of HRMIS;
- Collaborates with IT Manager/Business Analyst to maximize the utilization of Human Resource systems to automate standard processes by:
 - ✓ Identifying opportunities for improving Human Resource processes through information systems changes
 - ✓ Developing HR systems to support the production of various reports.
 - ✓ Co-ordinating upgrade and maintenance of HR systems and also to resolve technical difficulties
 - ✓ Monitoring HRMIS systems and other interfaces to ensure they function appropriately
- Ensures that file tracking systems are developed and maintained;
- Ensures proper maintenance and security of records;
- Conducts Data Entry activities, including updating the Human Resource Management Enterprise System (MyHR+);

- Participates in the orientation of new employees and conducts training of staff in utilizing MyHR+ System Self Service;
- Ensures that information management databases are developed and maintained;
- Conducts research and generates special and routine reports;
- Provides management information to streamline workflow and support work force planning and management;
- Responds to HR queries within scope of duties or refer to responsible officers;
- Reviews and implement requests for creation of new system files/records;
- Monitors the creation and maintenance of file index and classification system;
- Conducts research and keeps the Branch abreast of Industry related changes and incorporates best practices in workflow;
- Assists with reviewing and documenting processes geared at improving HR operational activities;
- Prepares Quarterly Newsletter and publications for staff;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Teamwork and Corporation
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Client and Quality Focus/Commitment to Service Quality
- Adaptability and Initiative
- Integrity and Confidentiality
- Methodical
- Good planning and organizing skills
- Goal/Result Oriented
- Analytical Thinking

Technical:

- Sound knowledge of GoJ Access to Information Act
- Knowledge of GoJ Records Management practices, policies, principles, standards and guidelines
- Knowledge of Risk Management
- Sound knowledge of the Staff Orders and Public Service Regulations
- Proficient in the use of Microsoft Word, Excel
- Use of Technology related to Records and Information Management (software/systems/programs)
- Compliance
- Policy Development

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management or related field from a recognized tertiary institution;
- Training/Certificate in Records Management or Information Technology;
- Two (2) years' experience working in Records and Information Management in Human Resource Management in an organization of similar size and complexity.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

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

Job Purpose

To undertake Human Resource Management Staffing and Benefits activities in accordance with established policies and procedures in order to achieve the Ministry's strategic objectives.

Key Responsibilities

Management/Administrative:

- Attends conferences, meetings, workshops and seminars as required;

- Provides Human Resource Management advice and guidance to Heads of Division/ Department/Unit.

Technical/Professional:

- Prepares job advertisement for approval in respect of vacant positions after consultation with Director Human Resource Management, for assigned group of employees;
- Prepares shortlisting matrix for submission to Recruiting Manager;
- Prepares schedule of short-listed applicants and advises applicant of date, time and venue for interview;
- Participates in the recruitment, selection and appointment of staff for posts equivalent to GMG/AM 4 and below;
- Prepares documents and makes necessary arrangements for interviews including selection mechanism;
- Conducts and documents background checks of successful applicants;
- Investigates queries by the Office of the Services Commissions and provides information;
- Administers test for officers required to be tested;
- Assists with conducting Orientation Programmes for new employees to ensure that new employees are aware of the policies, procedures and regulations of the Division and the Ministry;
- Assists in conducting and analyzing Exit Interviews for employees who are separating from the service and ensures that all separation matters are satisfactorily settled;
- Provides professional advice on the interpretation of human resource policies, procedures/guidelines for the Ministry;
- Prepares submissions in respect of recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to HREC for approval;
- Ensures that new employees are aware of policies, procedures and regulations of the Division and Ministry;
- Apprises the Heads of Branches of officers who are acting in clear vacancies, employed in clear vacancies and request recommendations as to their suitability for appointment/promotions;
- Prepares letters and distributes approval from HREC for acting appointments, temporary employment, promotions, appointments, resignations and termination and ensures the Salaries Unit is advised to effect payments;
- Maintains the motor vehicle database for all travelling officers of the Ministry island-wide;
- Process employee benefits (such as GEASO Health Care, Government Loans, Duty Concession, grants and transportation for Government Employees as directed;
- Process application for leave of absence;
- Prepares Declarant List for Statutory Declaration for Income, assets and liabilities;
- Assists with updating Period of Service Records.

Human Resource:

- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on the role of Division/Unit for the Orientation Programme;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal and customer relation skills
- Results and team oriented
- Integrity and confidentiality
- Ability to use own initiative

Technical:

- Understanding of the Staff Orders and the Public Service Regulations
- Knowledge of principles and practices of Human Resource Administration
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor Degree in Human Resource or Public Administration/Public Sector Management or related discipline;
- Two (2) years related experience.

OR

- Associate Degree/Diploma in Human Resource or Public Administration/Public Sector Management;
- Four (4) years related experience.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 7th November 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**