



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. 486

OSC Ref. C. 5851²²

21st November, 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 **vacant post of Administrative Officer (Leave & Pension) (GMG/AM 2)** in the **Human Resource Management and Administration Division, Jamaica Library Services (JLS)**, salary range \$1,550,136 - \$2,084,761per annum.

Job Purpose

To administer leave and pension benefits for all category of workers within the Agency, in accordance with the Pensions and Labour Relations Act, Staff Orders and Public Service Regulations.

Key Responsibilities

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences as required;
- Develops Individual Work Plan based on alignment with the Division's Operational and Strategic Plan;
- Distributes relevant circulars and information brochures regarding leave and pension for the information of staff.

Technical /Professional:

- Prepares and maintains Service Records;
- Conducts leave seminar and sensitization workshops in collaboration with Deputy Director Human Resource;
- Computes all Vacation, Recreational, Special Maternity, Paternity, Special Sick and Departmental Leave;
- Submits leave accumulation to the Ministry of Finance and the Public Service for the records;
- Monitors Monthly Attendance Reports;
- Provides information concerning leave eligibility;
- Checks and verifies salaries, reclassification, appointments and leave entitlement for all members of staff;
- Verifies the authenticity of Birth Certificates, Statutory Declaration of Age and other Pension documents submitted;
- Liaises with salaries officer to ensure accurate payments of emoluments;
- Prepares Pension Particulars for officers to be retired to the Ministry of Finance and the Public Service;
- Maintains a record of all members of staff who will proceed on Pre-retirement Leave;
- Arranges counselling for retirees;
- Advises prospective retirees on matters pertaining to their benefits and the duration of Pre-retirement Leave;
- Makes Submissions to the Pensions Branch;
- Ensures that leave regulations are properly applied and Pensions Laws are adhered to when processing benefits;
- Establishes database for pension records;
- Prepares citation for Long Service Award;
- Follows-up with Pension Branch and Accountant General to ensure that pensioners receive benefits.

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 of a 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 the 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 written and oral communication skills;
- Team and results oriented;
- Good interpersonal skills;
- Methodical;
- Integrity and confidentiality

Technical:

- Knowledge of Staff Orders, Public Service Regulations, Labour Laws and other legislation governing Human Resource Management;
- Ability to compute leave entitlements;
- Knowledge of Leave and Pension benefits and procedures;
- Knowledge of relevant computer applications

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Human Resource or Public Administration/Public Sector Management;
- One (1) year related experience.

Applications accompanied by résumés should be submitted **no later than Monday, 4th December, 2023 to:**

**Director General
Jamaica Library Service
2 Tom Redcam Drive
Kingston 5**

Email: dirgen@jls.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**