



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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29th 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 following **vacant** posts in the **Corporate Services - Human Resource Management and Development Branch, Ministry of Education and Youth**:

1. **HRMIS Manager (GMG/SEG 2)**, salary range \$3,770,761 - \$5,071,254 per annum.
2. **Senior Human Resource Officer (GMG/SEG 1)**, salary range \$3,094,839 - \$4,162,214 per annum.
3. **Senior Records Officer (PIDG/RIM 4)**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Records Officer 2 ((PIDG/RIM 3)**, salary range \$1,984,305 - \$2,668,670 per annum.

1. HRMIS Manager (GMG/SEG 2)

Job Purpose

Under the general leadership and direction of the Director, Human Resource Management, the HRMIS Manager is responsible for managing all aspect of the HRMIS; acquiring and analysing data and providing information that will enhance strategic decision-making and will enable improvement in traditional processes. The incumbent will also be responsible for ensuring the updating of the database and recommending any changes necessary for improvement of the system.

Key Responsibilities

Technical/Professional:

- Manages and maintains the Human Resource Management Information System Database to provide support for the manpower planning activity of the Ministry;
- Manages systems and procedures that govern the creation, updating and maintenance of discrete Human Resource records;
- Manages the preparation of the Ministry's official staff list by:
 - Ensuring that post numbers are correct and correspond with the Civil Service Establishment Act and other temporary approval directives;
 - Ensuring that officers are related to their correct posts;
 - Ensuring that all posts reflected/operating are approved by the Corporate Management and Establishment Branch, Ministry of Finance and the Public Service (MoFPS);
- Manages the updating of Service Records for the Ministry's staff in respect of:
 - Posts that have been reclassified;
 - Salary regrading;
 - Officers scheduled to proceed on pre-retirement leave;
 - Officers who have been transferred or seconded;
 - Officers who have resigned;
- Partners with ICT Branch in the installation, implementation, modification, software and applications upgrades to meet changing business and technology;
- Provides technical support, troubleshooting, and guidance to HR employees;
- Collaborates with executive leadership and HR staff to identify needed improvements and enhancements to existing information services and databases; recommends and implements solutions;
- Manages permissions, access, personalization and similar system operations and settings for HR services users;
- Serves as key representative and liaison between HR, ICT, Transformation Implementation Unit/MyHR+ and other stakeholders for HR database design and implementation projects;
- Compiles or assists with acquisition of complex data reports, summaries and logs requests by senior executives and HR staff;

- Ensures system compliance with data security and privacy requirements;
- Maintains knowledge of trends and developments in data management and security, HR technology and HRIS applications;
- Recommends improvements to the HR software for improved efficiencies.

Management/Administrative:

- Prepares the Annual Work Plan in accordance with PMAS standards;
- Supports the Director with preparing the Unit's Annual Budget and Operational Plan;
- Builds and sustains professional relationships with stakeholders in the Private and Public Sectors in support of training and development initiatives;
- Convenes and attends meetings, conferences, seminars as required;
- Provides direction to the staff of the Human Resource Unit; plans, organizes directs and controls work programmes; assigns duties to staff; guides and monitors staff progress;
- Provides regular status reports on the work of the Unit; advises Director of Human Resource Management on work progress; consults with the Director on policy and administrative problems;
- Leads, prioritises and manages the day-to-day operation of staff to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Builds and maintains professional relationships with external and internal clients of the Ministry;
- Reviews best practices and recommends strategies that will improve the inventory maintenance function;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture are identified and provided for productive work;
- Prepares Monthly and Annual Reports;
- Performs any other related duties assigned by the Director, Human Resource Management.

Human Resource

- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends Vacation Leave and approves Sick and Departmental Leave for staff and participates in the administration of staff benefits in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with established Human Resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a Succession Planning Programme to ensure continuity of skills and competencies of staff and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts Performance Appraisals of staff supervised for required purpose and at required intervals;
- Performs any other related duties and functions as may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;

- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Knowledge of the principles of Public Sector management;
- Sound knowledge of Human Resource Management principles and practices;
- Sound knowledge of Human Resource Information Systems principles and practices;
- Working knowledge of the Public Service Regulations;
- Excellent presentation skills;
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;
- Advanced IT skills in relation to Word, PowerPoint and Excel.

Minimum Required Education and Experience

- Bachelor's Degree in Human Resource Management/ Public Administration or equivalent qualification;
- Three (3) years' related experience, preferably in the Public Service;
- Training in Human Resource Information System would be an asset.

Special Conditions Associated with the Job

- Required to work beyond normal working hours to meet deadlines;
- Required to have a valid Driver's Licence and a reliable motor vehicle.

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

Job Purpose

Under the general direction of the Director, Human Resource Management (HRM), the Senior Human Resource Officer is responsible for providing management support and advice as it relates to recruitment and selection activities and other staffing arrangements in accordance with Government regulations and policies to Divisions across the Ministry, Regions and Agencies.

Key Responsibilities

Technical/Professional:

- Manages the workforce planning processes by undertaking data collection and conducting analysis to determine workforce numbers, skills and needs to meet the objectives of the divisions in the Ministry;
- Manages the recruitment processes such as advertisement, assessment of applications, administering of assessments, arrangement of interview for positions;
- Undertakes recruitment activities for senior level staff as directed;
- Conducts and provides assistance with shortlisting of candidates and preparing for and arranging interviews;
- Reviews and develops submissions for the attention of the Director, HRM to be presented at the Human Resource Management and Human Resource Executive Committees;
- Acts on the actions of the HRMC and HREC by reviewing and preparing letters of offer, employment contracts and new employee packs for successful candidates;
- Liaises with unsuccessful candidates to provide feedback where required;
- Reviews and collates recruitment paperwork, create new employee personnel files (electronic and hard copy) and input new employee details into the MYHR+;
- Liaises with the Finance & Accounts and ICT teams to make on-boarding arrangements;
- Updates and maintains the people management/HR records of employees on matters such as establishment gaps, vacancy levels, salaries and prepares associated management reports;
- Updates and maintains people management/HR records tracking employment history, promotions, transfers, salaries, etc.;

- Provides advice and information to management and employees on people management/HR personnel policies and procedures, including establishment level, appointment, acting arrangements, promotions, reassignment, compensation, equal opportunity, etc.;
- Supports the implementation of organizational changes resulting from industrial relations legislation, revised organizational and classification structures or technological changes;
- Provides input and support to the development and maintenance of recruitment and establishment procedures, guides, resources and tools to support divisions in related activities;
- Creates and maintains records in electronic formats in line with records management requirements to ensure all required records are retained and can be readily accessed;
- Guides the employee on-boarding experience of new employees for assigned areas and refer employees for induction and orientation by the Human Resource Development Section;
- Assists with developing and maintaining the Job Enrichment and Succession Planning Programmes for the Ministry;
- Supports the broader HRM&D team concerning brainstorming, professional development initiatives and workload support as required;
- Manages the resignation process by:
 - Reviewing documents to establish that they were routed through the appropriate channels;
 - Conducting Exit Interviews and retrieves any work-related material that was issued to the employee;
 - Ensuring that the relevant Units are informed about the resignation including the Payables and Payroll Branch.
- Manages the renewal, amendment and extension of contracts for staff working on special projects and on contracts;
- Provides administrative support and guidance to the Human Resource (HR) Sub- Committee and the HR Management Committee;
- Contributes to development of HR metrics which will assess the effectiveness of HRM policies and practices;
- Prepares submissions to the Ministry of Finance and the Public Service for approvals related to staffing;
- Develops and maintains an updated separation list to track retention and attrition rates;
- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support.

Management/Administrative:

- Supports the Director with preparing the Unit's Annual Budget and Corporate/Operational Plan;
- Attends meetings, conferences, seminars to address HRM matters and executes directives as necessary;
- Prepares Human Resource Sub-Committee Reports;
- Prepares Monthly and Annual Reports;
- Generates workforce statistics, reports and analysis on recruitment activities, establishment, retention, diversity and related information highlighting trends and current or emerging issues to inform senior managers in their decision making;
- Leads, prioritises and manages the day-to-day operation of staff to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Maintains customer service principles, standards and measurements;
- Identifies development programmes and makes recommendations for direct reports to attend such programmes;
- Participates in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions;
- Analyses the skills and qualities required for each job and provide feedback to the Director, OD and Change Management to inform the development/revision of Job Descriptions/Specifications and Duty Statements;
- Performs any other related duties that may be assigned from time to time by the Director, Human Resource Management.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;

- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competency gaps and contributes to the development of Succession Planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the Staff Annual Performance Appraisals and other periodic reviews;
- Recommends disciplinary measures in keeping with established guidelines/practices

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal skills;
- Good interviewing and counselling skills;
- Excellent judgment, decision making and problem solving skills;
- Strong oral and written communication skills;
- Confidentiality and integrity;
- Ability to work as part of a team and on own initiative;
- Results and detailed-oriented;
- Strong customer service skills;
- Strong time management skills;
- Excellent planning and organizing skills;

Technical:

- Knowledge of the principles of Public Sector management;
- Sound knowledge of Human Resource Management principles and practices;
- Knowledge of the Public Service Regulations, Staff Orders 2004;
- Excellent presentation skills;
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
- Knowledge of OSC Recruitment and Selection Manual.
- Proficiency in Microsoft Office Suite including Word, Excel and PowerPoint and HRMIS

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management/Public Administration or equivalent qualification;
- Two (2) years' related experience, preferably in the Public Service;
- Training in Supervisory Management would be an asset.

Special Condition Associated with the Job

- May be required to work beyond normal working hours;
- May be required to work on public holidays/weekends;
- Required to have a valid Driver's Licence and a reliable motor vehicle.

3. Senior Records Officer (PIDG/RIM 4)

Job Purpose

Under the supervision of the Director, Human Resource Management, the Senior Records Officer is responsible for managing the updating/maintenance of personnel records manually and the implementation of an efficient Records Management System to support the operations of HR business processes in the Human Resource Management Branch.

Key Responsibilities

Technical/Professional:

- Creates official HR files to support the work of the Human Resource Management Branch in accordance with established guidelines;
- Creates new files and establishes appropriate methods for the storage of old files;
- Conducts records file audits;
- Conducts inventory exercise;
- Provides advice to internal users of records systems .e.g. secretaries;

- Establishes a system for the creation and amendment of files;
- Oversees the operation and maintenance of Records and Information Systems including the creation, receipt, storage, retrieval and disposition of files;
- Ensures that all personnel files are updated and include relevant enclosures;
- Updates file records on minute sheets;
- Maintains up-to-date records of file activities;
- Maintains an effective file-tracking system;
- Maintains a Recording System for all incoming and outgoing correspondence;
- Prepares Monthly Reports on file and mail activities;

Management/Administrative:

- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports as required;
- Maintains customer service principles, standards and measurements.

Human Resources:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Performs any other duties and functions that may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Basic knowledge of Records and Information Management principles and practices;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Knowledge of health and safety procedures and precautions;
- Literacy and Numeracy skills sufficient to check delivery notes, measurements etc.;
- Ability to operate in a secure contained information facility environment;
- Awareness of confidential information transmission protocols;
- Knowledge of ICT systems and applications.

Minimum Required Education and Experience

- Graduation from a recognized institution with a certificate/diploma in Records Management and two (2) years relevant experience.
- OR**
- Training in Library Science and/or archival procedures from a recognized institution and three (3) years' experience in the field or a similar environment;
- OR**
- High School graduate with four (4) subjects at the CXC or GCE O'Level, including English Language and a numeric subject and training in Records and Information Management systems, procedures and practices and automated technologies as it relates to Records Management and/or area of operation;
 - Seven (7) years' experience in a similar environment;
- OR**
- Any other combination of training and experience that would yield the necessary skills needed at this level.

Special Conditions Associated with the Job

- May be exposed to some amount of dust;
- May be required to do some amount of lifting, bending, stooping and walking;
- Pressured working conditions with numerous critical deadlines.

4. Records Officer 2 (PIDG/RIM 3)

Job Purpose

Under the supervision of the Senior Records Officer, the Records Officer is responsible for providing records and management support/services for the efficient operations of HR business processes in the Corporate Services Division.

Key Responsibilities

Technical/Professional:

- Ensures that all files are completed and include relevant enclosures;
- Maintains both manual and electronic filing systems
- Maintains master index of files to enhance currency;
- Monitors the “Bring Up” System;
- Retrieves files as requested and replace them when returned;
- Updates and docket files;
- Enclose correspondence on files;
- Updates minute sheets on files;
- Maintains up-to-date records of file activities;
- Photocopies documents;
- Assists with the clearing of closed and inactive files;
- Performs any other related duties and functions that may be required from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent interpersonal and team management skills;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Basic knowledge of Records and Information Management principles and practices;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Knowledge of health and safety procedures and precautions;
- Literacy and Numeracy skills sufficient to check delivery notes, measurements etc.;
- Ability to operate in a secure contained information facility environment;
- Awareness of confidential information transmission protocols;
- Knowledge of ICT systems and applications.

Minimum Required Education and Experience

- High School graduate with four (4) subjects at the CXC or GCE ‘O’ Level including English Language and a numeracy subject and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;
- Five or more (5+) years’ experience in the particular field.

Special Conditions Associated with the Job:

- Encounter dust hazard;
- May be required to work beyond normal working hours.

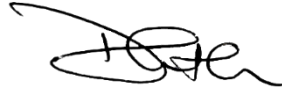
Applications accompanied by Résumés should be submitted **no later than Tuesday, 12th December, 2023 to:**

Director, Human Resource Management
Ministry of Education and Youth
2- 4 National Heroes Circle
Kingston 4

Email: jobapplications@moey.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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