



## Office of the Services Commissions

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### **CIRCULAR No. 527** **OSC Ref. C. 4664<sup>17</sup>**

**19<sup>th</sup> December, 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 HR Business Partner/Transformation Consultant (GMG/SEG 3)** in the **Accountant General's Department (AGD)**, salary range \$4,594,306 – \$6,178,830 per annum.

### **Job Purpose**

**Summary of the broad purpose of the position in relation to Government's goals and strategies:**

- To transform Strategic Performance Management focusing on Accountability, Service Level Agreements and Excellence;
- To transform Culture Change Management focusing on Employee Engagement, Employee Relations, Discipline and Grievance Procedures;
- To manage Systems to drive efficiencies with Service Record Creation, PEPAS and MyHR+ Updates, Data, People & Workforce Analytics;
- To implement an efficient Leave/Benefits Management system;
- To develop Policies and Standard Operating Procedures to enhance Knowledge Management Strategies and Standardization;
- To develop Learning and Capacity Development Strategies for Leaders, HR Practitioners, and employees;
- To assess required inputs and resources and work within the Unit in ensuring same for timely deliverables and outcomes;
- To work in tandem with our Information and Technology Unit to drive the identification of suitable technologies to reduce the manual and laborious processes within the Unit (which may include process re-engineering).

### **Key Responsibilities**

#### ***Technical:***

- Provides consultation/coaching/training and performance management guidance (coaching, mentoring and counseling advice on interpretation);
- Provides project management expertise through the initiation, management and driving of strategic projects and change management;
- Participates in operational meetings, business reviews and team building;
- Oversees and executes implementation of HR business initiatives;
- Leads in the smooth and efficient operation of the project activities through the management of daily operations;
- Partners with other HR Team Members acting as a point of contact and liaison with supported groups to deliver robust HR services;
- Reviews business processes for re-engineering and automation;
- Analyzes trends and uses data to develop programmes and influence change;
- Performs any other related duties that may be assigned from time to time.

### **Required knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills;
- Excellent problem solving, time management, analytical and decision-making skills;
- Excellent customer focus skills;
- Results focus;
- Integrity.

#### ***Technical:***

- Excellent knowledge of Human Resource Management Expertise;
- Good knowledge of Project Management;
- Good knowledge of Legislations, Policies and Procedures;
- Excellent Research and Analysis skills;

- Strong ability to navigate and lead change;
- Strong understanding of HR processes and procedures and ability to continually improve processes and procedures.

***Managerial:***

- High emotional intelligence;
- Strong Performance Management skills;
- Strong ability to collaboratively engage with leaders to create, identify and implement; solutions to further the effectiveness of the HR operations;
- Strong ability to shift priorities with rapid change;
- Strong business acumen combined with interpersonal and leadership skills.

**Minimum Required Qualification and Experience**

- Bachelor's Degree from a recognized tertiary institution in the disciplines of Human Resources Management, Human Resources Development OR related;
- Master's Degree in Business Administration or Human Resource Development/Management;
- At least seven-ten (7-10) years of broad-based Human Resource experience with the ability to influence and champion effective leadership and change, developing strong business partnerships to support achievement of business objectives.

**Special Condition Associated with the Job**

- Pressured working conditions with numerous critical deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 4<sup>th</sup> January, 2024 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

Email: [careers@treasury.gov.jm](mailto:careers@treasury.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**