



## Office of the Services Commissions

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### **CIRCULAR No. 41** **OSC Ref. C. 6222<sup>12</sup>**

22<sup>nd</sup> January, 2024

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 **Post and Telecommunications Department (PTD)**:

1. **Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3) - Corporate Services Division**, salary range \$4,594,306 – \$6,178,830 per annum.
2. **Data Protection Officer (GMG/SEG 2) - General Administration Division**, salary range \$3,770,761 - \$5,071,254 per annum.

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

##### **Job Purpose**

The Director, Employee Relations, Occupational Health and Safety (GMG/SEG 3) under the direct supervision of the Director, Human Resource Management and Development, 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 ensure that a harmonious industrial relations climate is created and maintained to positively impact employee's productivity, health and safety.

##### **Key Responsibilities**

###### ***Administrative/Managerial:***

- Contributes to the development and implementation of the HRMD Branch's Operational Plan and Budget;
- Develops the Operational Plan for the Employee Relations, Occupational Health and Safety Section and ensures alignment to the Strategic Objectives of the Department as well as the development of Individual Work Plans;
- Plans, directs and monitors the work of the Employee Relations, Occupational Health and Safety (EROHS) Section to consistently provide a high level of service by identifying priorities and co-ordinating the seamless integration of policies and programme initiatives to achieve goals and objectives of the Section;
- 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;
- Participates in meetings with the Ministry of Finance's Industrial Relations Unit, Statutory Bodies and Agencies in union negotiations on behalf of staff;
- 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;
- Leads the development and monitors the maintenance, co-ordination and 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 co-operation, 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's 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;
- Ensures the proper management the operations of the Welfare Fund;
- Provides counseling 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;
- Develops the Department's Hurricane Plan;
- Ensures that Medical Practitioners assigned to mentally ill staff are liaised with;
- Ensures that mechanisms are developed to manage Occupational Health and Safety issues and other job related injuries that may occur;
- Oversees and reviews the preparation of HREC and HRMC Submissions for consideration for submissions related to the EROHS Section such as interdiction and consideration to terminate temporary employment);
- Reviews and signs letters resulting from the decisions of the HREC and HRMC concerning tasks linked to the EROHS Section;
- Organizes and monitors the investigation of accidents and unsafe working conditions, studies possible causes and processes remedial action;
- Ensures the development of systems to monitor, track and report workplace injuries, near misses, and safety performance;
- Manages the compliance processes with relevant Statutory Regulations including the requirements of the Factories Act, Occupational Health and Safety Act 2017, Employee Assistance Programme, National Workplace on HIV/Aids and related frameworks;
- Reviews data and analytics submitted to measure the effectiveness of Occupational Health and Safety related tools and policies and understand the landscape for further improvement.
- Co-ordinates the receipt and submission of the Statutory Declaration of Assets, Liabilities and Income for staff with the Department;
- Co-ordinates the Flexible Work Arrangement Programme for Department; ensuring that applications are processed in keeping with the policy and that the policy is adhered to;
- Ensures that requests for Community Service for internal staff members and external students are processed;
- Reviews and signs Warning Letters;
- Conducts negotiations for salary and fringe benefits for staff;
- Serves as a member of the Disciplinary Committee and reviews submissions on cases for the procedures;
- Reviews and approves claims submitted;
- Monitors redundancy and termination exercises for staff members;
- Ensures performance of officers against whom disciplinary action was instituted is monitored and report prepared;
- Ensures investigations are conducted for matters relating to disputes, grievances, legal and medical matters.

***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 other related duties that may from time to time be assigned.

## **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
- Good Leadership skills
- Impact and Influence
- Managing Partners
- Analytical Thinking skills

### ***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 Occupational Health and Safety Act (2017)
- Knowledge of the Occupational Health and Safety Administration
- Knowledge of the Department's regulatory standards and compliance requirements
- Knowledge of the Emergency Management and Disaster and Emergency Management Planning
- Current trends in Human Resource Management techniques and practices
- Knowledge of the Labour Laws
- 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;
- Five (5) 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. Data Protection Officer (GMG/SEG 2)**

### **Job Purpose**

The Data Protection Officer (DPO) (GMG/SEG 2) will be responsible for overseeing, monitoring and ensuring that the Post and Telecommunications Department is compliant with the provisions of the Data Protection Act. The DPO will also lead across Branch/Unit boundaries to ensure compliance with relevant policies and process flows of the Department's legal, regulatory and compliance obligations.

The DPO will provide specialist advice and support to the Department's Senior Management Team and will work closely with key internal stakeholders such as Legal Services, Information and Communications Technology, Human Resource Management and Development, Procurement,

Finance and Accounts, Corporate Communications and Public Relations and managing relationships with key external stakeholders.

### **Key Responsibilities**

#### ***Administrative/Managerial:***

- Contributes to the development and implementation of the Department's Strategic Plan, Operational Plan and Budget;
- Develops Unit and Individual Work Plans;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Provides strategic legal and regulatory guidance/advice to the Postmaster General and Senior Management on matters under purview including privacy and data protection issues, laws and trends;
- Enforces policies and programmes ensuring consistency, equity and the adherence of the Data Protection Act;
- Keeps abreast of evolutions, trends, changes and best practices in data protection in keeping the Department's operations and makes recommendations for their adoption where applicable/necessary.

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

- Ensures that the Department processes personal data in compliance with data protection standards and in compliance with the Data Protection Act and good practices;
- Provides overall management for the research, development, and implementation of Data Protection policies, procedures and strategies for the Department;
- Coordinates the efforts of the Department in the implementation of essential elements of the applicable Data Protection Regulations, such as the principles of data processing, data subject's rights, data protection by design, records of processing activities, security of processing, and notification and communication of data breaches;
- Manages systems that ensure appropriate assignment of responsibilities regarding the management of data and information and the processing and protection of personal data;
- Maintains communication and consults with the Office of the Information Commissioner to resolve concerns regarding the provisions of the Data Protection Act and any Regulations made there under;
- Ensures that contraventions of the Data Protection Standards or any provisions of the Data Protection Act by the Department are processed appropriately in accordance with the provisions of the Act with long term Mitigation Plans in place;
- Notifies the Department of contraventions of the Data Protection Standards or any provisions of the Data Protection Act;
- Reports contraventions of the Data Protection Standards or any provisions of the Data Protection Act to the Office of the Information Commissioner;
- Assists data subjects in exercising their rights under the Data Protection Act;
- Provides and recommends appropriate organizational, technical and professional advice on information and records management processes including Data Protection and Freedom of Information Legislation;
- Acts as the primary point of contact for the Office of the Information Commissioner on issues relating to the processing of data, and any other matter/s;
- Monitors changes to Local Privacy Laws;
- Reviews Protection Compliance policies;
- Collaborates with the Human Resource Development Section conducts training/sensitization sessions regarding Data Compliance to ensure that the Department adheres to the related standards;
- Conducts systematic Compliance Audits within the Department to identify breaches of the Act and takes the necessary corrective action/s;
- Submits findings of Audit Reports; highlighting any failure to comply with the applicable data protection rules and policies and the necessary actions required;
- Partners with all key business areas, in particular the Information and Communications Technology Branch to ensure Data Privacy;
- Assists in managing the Data Privacy Network across the Department;
- Monitors and reviews the Department's data compliance arrangements to include creating and updating policies and guidance, centralising processes and putting in place robust, time-bound remedial plans, where necessary;
- Collaborates with key business areas to ensure data privacy issues are considered at the outset of new projects, products and initiatives;
- Processes inquiries and issues relating to Data Privacy practices, withdrawal of consent, the right to be forgotten and related rights;
- Develops and maintains the Department's Information Asset Register and Information Risk Action Plans.

**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:***

- 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
- Good Leadership skills
- Impact and Influence
- Managing Partners
- Analytical Thinking skills

***Technical:***

- Good use of Information, Communication and Technology
- Change Management
- Strategic Vision
- People Management
- Knowledge of the Data Protection Act
- Knowledge of the Access to Information Act
- Knowledge of the Anti-corruption laws
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ policies
- Knowledge of the Department's regulatory standards and compliance requirements
- Current trends in data protection management
- Data privacy, data handling and data classification
- Global and local data protection laws and practices
- Conducting data privacy compliance reviews and audits
- Reviewing, analysing and organising documentary and factual evidence

**Minimum Required Qualification and Experience**

- First Degree in Information Security, Law, Computer Science, Information Technology, Data Privacy, or a related field from an accredited tertiary institution;
  - At least one (1) International Association of Privacy Professionals (IAPP);
    - Certified Information Privacy Professional (CIPP);
    - Certified Information Privacy Manager (CIPM);
    - Certified Information Privacy Technologist.
- OR**
- At least one (1) ISACA certification in governance and risk management:
    - Certified in Risk and Information Systems Control (CRISC);
    - Certified in Governance of Enterprise IT (CGEIT);
    - Certified Information Security Manager (CISM);
  - Three to five (3-5) years' work experience in Privacy, Compliance, Information Security, Auditing, or a relevant field (Finance, Law, Business Administration, Information Technology);
  - Experience in the following is an asset:
    - Mapping/understanding business processes, data handling and processing needs in a relevant/related industry; and
    - Cybersecurity - Dealing with real security incidents, Risk Assessments, countermeasures and data protection impact assessments.

**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.

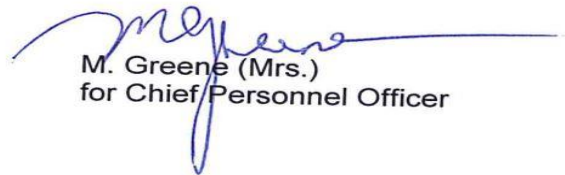
Applications accompanied by résumés should be submitted **no later than Friday, 2<sup>nd</sup> February, 2024 to:**

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

Email: [ceooffice@jamaicapost.gov.jm](mailto: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.**



M. Greene (Mrs.)  
for Chief Personnel Officer