



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 31

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16th 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 **vacant** post of **Senior Human Resource Officer, Employee Relations (GMG/SEG 2)** in the **Accountant General's Department (AGD)**, salary range \$3,770,761 – \$5,071,254 per annum.

Job Purpose

Reporting to the Director, Human Resource Management, the Senior Human Resource Officer, Employee Relations is responsible for the discipline and grievance procedure and is required to foster and promote a harmonious industrial relations climate, while enabling the employees' health and safety.

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

- To interpret/explain the Department's HR Policy and Procedures Manual, and the Staff Orders for the Public Service and Public Service Regulations;
- To ensure the AGD's compliance with all applicable Employment and Labour Laws including the Staff Orders for the Public Service;
- To prepare/produce the requisite Human Resource statistics and reports;
- To undertake duties and responsibilities consequent on the delegation of the Human Resource functions;
- To ensure that Service Records and other personnel related records are up to date and maintained;
- To conduct investigation into separation for cause and make recommendations as appropriate;
- To promote/enhance a harmonious employee relations climate.

Key Responsibilities

- Ensures that new employees are aware of and adhere to the policies, procedures and regulations of the Ministry;
- Investigates queries made by the Human Resource Management Executive Committee and provides information;
- Prepares Delegation Reports;
- Conducts investigations into situation of termination for cause;
 - ✓ Absence from duties without permission for five (5) consecutive days
 - ✓ Misconduct in contravention of acceptable established conduct
 - ✓ Consistent performance below established standards/expectations
 - ✓ Employee convicted of criminal offence
- Develops an Employee Assistance Programme which as part of its mandate will provide or give access to confidential counseling service for staff in the Ministries; establishes partnerships with Organizations that offer counseling and meditation services, to ensure that there is an external body of experts available to staff; identifies and co-ordinates training of in-house counselors; ensures the use of effective communication mechanisms to promote the availability of services offered by the programme;
- Commissions investigations of the causes of work related injuries and work related fatalities;
- Consults with employees staff representatives, Unions/Association in respect of employee relations issues;
- Develops and maintains a database of occurrence of workplace injuries to identify trends and make recommendations to enhance safety in the workplace;
- Manages the grievance and discipline process for the Ministry ensuring consistency and fairness and promotes a harmonious and productive work environment; promotes the balancing of diverse interests and abilities of employees with the needs and goals of the Organization; facilitates the effective management of conflict to deliver improved employee morale by the establishment of appropriate dispute resolution and other mechanisms;
- Co-ordinates with the Director, Training and Development in the design and conduct of identified conflict management, change management and other related sessions as

necessary;

- Arranges and schedules meetings between grieving parties, supervisory and management personnel to investigate and resolve grievances;
- Liaises with the Director, Organization Development, Performance Evaluation and Monitoring regarding any process, or Organization Structure issues, arising from the analysis of implemented Employee Relations Programmes;
- Recommends strategies which will promote a healthy and proactive employee relations climate;
- Assists in the implementation of industrial relations decisions in a timely manner;
- Promotes and facilitates staff recreational activities;
- Designs Health and Safety Educational Training Programmes for employees in the Ministry; collaborates with the Director, Training and Development and other Heads of Unit and staff in the conduct of and evaluation of Health, Safety and Welfare Programme;
- Conducts periodic review of the Grievance Procedure Machinery to ensure accountability;
- Keeps abreast of current and emerging employee relations trends and best practices and utilizes them for continuous improvement of the overall human capital development within the Ministry;
- Provides periodic reports to the Director, HRMD;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent people management skills
- Excellent problem-solving and decision-making skills
- Effective planning and organizing skills
- Excellent interpersonal skills
- High level of integrity and confidentiality
- Excellent oral and written communication skills
- Excellent customer focus skills
- Results focus
- Integrity
- Accountability

Technical:

- Good Knowledge of Staff Orders, Public Service Regulations
- Good knowledge of Labour Laws and Industrial Relations practices
- Excellent knowledge of the Grievance Policy for the Public Sector
- Excellent knowledge of Human Resource Management Techniques
- Good knowledge of Legislations, Policies and Procedures
- Excellent Research and Analysis skills
- Good Change Management skills

Managerial:

- Strong leadership skill
- High emotional intelligence
- Good performance management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management; Management Studies or the Social Sciences; or related qualification;
- Diploma in Human Resource Management with emphasis on Employee Relations;
- Five (5) years' experience working in Human Resource Management.

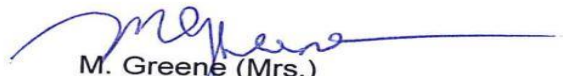
Applications accompanied by Résumés should be submitted **no later than Friday, 26th January, 2024 to:**

**Director
Human Resource Management and Development
Accountant General's Department
21 Dominica Drive
Kingston 5**

Email: 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.



M. Greene (Mrs.)
for Chief Personnel Officer