



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 28 **OSC Ref. C.6555¹⁶**

12th 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 posts in the **Corporate Services Division, Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Software Developer (MIS/IT 6) (Vacant)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Director, Human Resource Management (GMG/SEG 3) (Vacant)**, salary range \$4,594,306 – \$6,178,830 per annum.

1. Software Developer (MIS/IT 6)

Job Purpose

Under the general direction of the Director, Information and Communication Technology, the incumbent is to design, develop, implement, modify, and maintain the Ministry's Website and Computer Software and Software Systems to enhance the ICT operations of the Ministry and its portfolio Entities/Agencies. The incumbent is also responsible for providing guidance and assistance on technical specification on related projects. The incumbent is also responsible for providing training, information, and advice in respect of new or existing software solutions.

Key Responsibilities

Technical/Professional:

- Designs, develops and maintains the Ministry's Website and Content Management Platforms in adherence to the relevant GoJ guidelines and standards;
- Evaluates and recommends changes, upgrades, redevelopment of the ministry's websites and those of its portfolio entities;
- Designs, develops, and implements software systems and computer programs to enhance ICT operations;
- Collaborates with business units, technology, and support teams in the development of ICT solutions, with specific emphasis on Microsoft Office 365;
- Provides technical support to the Ministry in the identification and adoption of cloud-based services, to include leveraging these platforms for maximum returns;
- Implements the installation of Off the Shelf (commercial) software packages and develops familiarity with all aspects of the packages (procedures and source codes) where necessary;
- Ensures the compatibility of existing software products and platforms and creates codes to link them, where necessary;
- Creates Web applications and Web enabling interfaces for other software;
- Ensures the timely and efficient maintenance of Website and Software Systems;
- Develops technical specifications for software based on user and organizational requirements;
- Assists in the development and implementation of strategic Information Technology (IT) Security Plans for the management and protection of sensitive data;
- Provides support to users of the Ministry's Software Applications;
- Ensures that documentation for all computer systems and Website is up to date and reflects all enhancements/changes and modifications to various aspects of the systems.

Management/Administrative:

- Contributes to the preparation of the Division's Strategic and Operational Plans and Budget;
- Provides guidance to the Director, Information and Communication Technology on matters relating to software and web application development and acquisition;

- Prepares reports on activities at required intervals;
- Performs any other related functions assigned from time to time by the Director, Information and Communication Technology.

Required Knowledge, Skills, and Competencies

Core:

- Good analytical and problem-solving skills.
- Sound judgment exercised.
- Good oral and written communication skills
- Good interpersonal skills
- Good time management skills
- Ability to demonstrate a high level of initiative, professionalism, and confidentiality.
- Ability to work as part of a team.
- Ability to manage multiple tasks simultaneously and achieve targets under tight deadlines.
- Attention to details.

Technical:

- Understands server scripting frameworks such as Laravel (PHP) or .NET (C# or VB.NET)
- Sound knowledge of Content Management Engines (Ex. WordPress, Joomla, Drupal, etc.)
- Understands client scripting languages such as HTML, CSS, and JavaScript.
- Perform routine site audits to ensure underlying frameworks, plugins and templates are up to date.
- Sound knowledge of industry software trends and standards
- Keeps abreast of current web development techniques, e.g., subscribing to publications.
- Sound knowledge of MS Office applications and productivity tools.
- Good knowledge of technical writing.

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science or equivalent;
- Three (3) years' experience in Website and Application Development (desktop and mobile).

Desirable

- Professional certification in relevant information technology areas from a recognized Institution;
- Technical knowledge of the implementation and management of cloud-based office productivity suites and services.

Special Conditions Associated with the Job

- Required to travel portfolio entities/agencies, predominantly within the corporate area.
- Required from time to time to work beyond normal working hours.

2. Director, Human Resource Management (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Human Resource Management & Development (GMG/SEG 4), the Director, Human Resource Management (GMG/SEG 3), provides technical direction and advice on the Human Resource Management function and serves as one of the advisors to the staff of the Ministry on Human Resource Management (HRM) issues. The incumbent is required to plan, organize, develop and administer uniform Human Resource Management policies, procedures and programmes, as well as provide support and technical advice and decision making in the areas of Human Resource Management, Records Management and the relevant government regulations.

Key Responsibilities

Technical/Professional:

- Manages/Administers the implementation of the Human Resource policies in keeping with Staff Orders and approved regulations/guideline by the competent authorities;

- Interprets and implements Government's HR policies;
- Ensures that new or revised policies are implemented by the staff and fully understood;
- Undertakes planning with Sections Head to determined targets and goals for the activities of the Branch;
- Maintains networks links with HR practitioners to keep abreast of new developments and best practices;
- Identifies area where human resource improvements are needed and develops proposal to rectify same;
- Evaluates and approves for implementation, policy proposals submitted by staff at any level that will improve the efficiency and effectiveness of the Organization;
- To support the manpower requirements of the Ministry of Industry, Investment & Commerce;
- Recommends and interprets the Ministry's recruitment and termination policies;
- Matches current employees with the approved establishment and arranges to fill existing vacancies;
- Evaluates the effectiveness of present manpower in the Ministry and develops method effectively utilizing available human resource;
- Co-ordinates the human resource requirements of the Ministry's programmes including budgeting and planning;
- Plans/co-ordinates the interviewing processes;
- Sits on interviewing panel;
- Arranges for placement of new recruits and ensures that transfers are effected;
- Provides and administered appropriate selections tools;
- Seeks approval for contract in respect of staff recruited on a contractual basis;
- Ensures that payment of gratuity and terminal grants are in keeping with terms of contract;
- Directs the recruitment and retention of high calibre staff, that matches the requirements of the organization;
- Chairs the interview panel for recruitment of MIIC staff;
- Recommends and guides the development of the Ministry's recruitment and termination policies;
- Ensures that fair and impartial disciplinary actions are taken and that policies and procedures are followed;
- Monitors the HR functions to ascertain the effects on the operations of the Division and make recommendations for improvements;
- Monitors the operation of staff welfare programmes;
- Advises individual member of staff of all benefits for which he/she is eligible in keeping with Condition of Service Policy enforced from time to time;
- Advises Heads of Sections on matters affecting staff welfare;
- Compiles list of persons whose careers have been inactive for more than five (5) years in accordance with agreed guidelines for the Ministry's Career Counselling Programme;
- Collaborates with (Public Sector Employees Assistance Programmes) (PSEAP) Cabinet Office and conducts sessions with employee's individuality;
- Implements HR intervention strategies (Eg. Counselling, training and/or staff relations).
- Ensures that arrangements for medical examination of permanently appointed staff members are made;
- Promotes and facilitate staff recreational activities;
- Ensures that the personnel record management systems and databases are updated and maintained;
- Develops efficient and effective personnel records system in collaboration with Director, Human Resource Management & Development and Records Officer;
- Keeps all rules and regulations which affect staff current and posted for their information;
- Leads and manages the Human Resource Management Unit in achieving its objectives;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Conducts final assessments of supervisees based on performance assessment criteria and prepare performance reports;
- Develops and manage the performance of the section and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Manages the operation of the Performance Management Appraisal System (PMAS);
- Manages the PMAS process as it relates to staff benefits, appointment, promotion etc.;
- Makes recommendations to the Human Resource Management Executive Committee for employment, terminations, promotions, acting appointments, transfers, and retirement of staff;
- Receives employee's complaints and offer guidance and counselling;
- Promotes/Enhances harmonious industrial relations climate;

- Maintains good relations with unionized and the non-unionized staff;
- Intervenes in negotiations in cases where there is deadlock;
- Initiates and develops strategic and tactical plans/programmes which will promote a healthy and proactive industrial relation climate;
- Ensures that industrial relations decisions are implemented in a timely manner.

Human Resources:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommend and/or initiates corrective action, where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Collaborates with the Human Resource Division, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes 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 related duties assigned.

Required Knowledge, Skills, and Competencies

Core;

- Good oral and written communication skills;
- Good leadership skills
- Time management Skills
- Integrity
- Teamwork & co-operation
- Customer Service & Interpersonal Skills
- Planning and Organization skills
- Problem Solving and Decision Making skills
- People Management Skills
- Ability to impact and influence

Technical:

- Excellent knowledge of Government's Human Resource policies, regulation and procedures;
- Sound knowledge of Staff Orders and Public Service Regulations, policies and procedures;
- Excellent knowledge of the principles and practices of human resources administration; including Recruitment and Selection, Classification and Compensation, Job Analysis, Benefits Administration, Labour Relations and Training;
- Knowledge of Programme Budgeting and Financial Management;
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action;
- General knowledge of the operations of Government rules, regulations and procedures;
- Knowledge of long range planning concepts and principles;
- Good knowledge of Labour Laws and Industrial Relations practices;
- Proficiency in the use of relevant computer applications;
- Methodical;
- Change Management Skills
- Project Management Skills
- Conflict Management skills
- Analytical Skills

Minimum Required Qualification and Experience

- Any combination equivalent to a Bachelor's Degree in Business or Public Administration, Human Resource Management, Psychology, Industrial Relations, Political Science or a related field;

- Five (5) years progressively responsible experience administering the Human Resource functions of an organization;
- Master's level work in any of the above fields and Public Sector experience are desirable.

Special Conditions Associated with the Job

- Traveling to various locations to perform work-related functions and/or attend meetings.

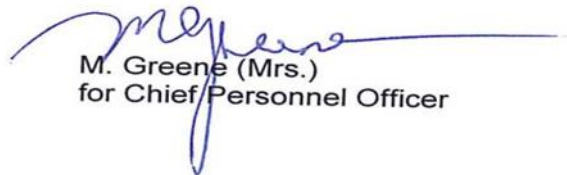
Applications accompanied by résumés should be submitted **no later than Thursday, 25th January 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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