

**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 65**  
**OSC Ref. C. 4860<sup>11</sup>**

**5<sup>th</sup> February, 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 **Ministry of Labour and Social Security**:

1. **Senior Industrial Safety Inspector (SOG/ST 7)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Industrial Safety Inspector (SOG/ST 6)**, salary range \$4,594,306 - \$6,178,830 per annum.
3. **Human Resource Development Officer (GMG/AM 4)**, salary range \$2,478,125 - \$3,332,803 per annum.
4. **Monthly Payroll Officer (FMG/AT 2)**, salary range \$1,550,136 - \$2,084,761 per annum.

**1. Senior Industrial Safety Inspector (SOG/ST 7)**

**Job Purpose**

Under the supervision of the Senior Industrial Safety Inspector conducts compliance inspection and audits of Factories, Construction Projects and Civil Works, Docks and Loading or unloading of Cargo Vessels island-wide to ensure compliance with the Factories Act and its attendant Regulations, National OSH Compliance Programmes and Policies. The incumbent is responsible to conduct investigations into occurrences of occupational accidents, injuries and illnesses as assigned.

**Key Responsibilities**

***Technical/Professional:***

- Conducts compliance inspections of Factories, Construction Projects, Civil Works, Docks and Cargo Vessels to ensure they are in accordance with the Factories Act, Factories Regulations, Building Operations and Works of Engineering Construction (Safety, Health and Welfare) Regulations and the Docks (Safety, Health and Welfare) Regulations;
- Conducts investigations into reported occupational accidents, dangerous occurrences, injuries and illnesses to determine the contributory factors and root causes;
- Reports suspected cases of child labour and human trafficking observed during inspections or audits;
- Evaluates OSH compliance profile of industrial establishments inspected or audited;
- Prepares letters and reports of compliance inspections, audits and accident investigations;
- Identifies and assesses hazards (chemical, physical, radiological, biological etc.) in industrial settings making recommendations for improvement to minimize hazard potential;
- Monitors and reconciles findings outlined in the Inspection Reports to ensure factories make the necessary improvements, implementing the recommendations to minimize identified hazards and risks;
- Performs special inspections to assist in the granting of permits/licenses for External Agencies such as the Cannabis Licensing Authority and National Works Agency;
- Recommends the imposition of Stop Orders or pursuit of legal action for acute or chronic non-compliance;
- Collects data and evidence from primary and secondary sources, conducting relevant research, on industrial accidents and inspections for legal proceedings, ensuring that all data is organized and accurate;
- Participates in the development of the ISD/OSH Programme, Legislations and Policy;
- Acts as subject matter experts and/or expert witness and attends Parish Court in Prosecutorial Cases and any other legal proceeding;
- Attends Parish Municipal Corporations Building and Planning Committee Meetings to provide technical advice to deliberations for the refusal or approval of Building Application Permits;
- Assists with the review and approval of factory building drawings/blueprints;
- Oversees the conduct of workplace OSH Audits as assigned as the Lead Auditor;

- Conducts training and provides educational support to employers, workers and the general public on OSH and industrial matters to enhance functional awareness of key issue;
- Provides OSH technical advice to workplaces in the development, implementation, improvement and evaluation of OSH management systems and standards;
- Assists and participates in internal and external OSH projects;
- Provides input and data for the development of databases, end user computing or other IT tools to streamline the efficiency of the Department;
- Manages the enrollment of Companies under the OSH Compliance Programmes.

***Management/Administrative:***

- Reviews and signs letters and reports submitted by Inspectors for dispatch;
- Supervises the work and monitors the performance of Industrial Safety Inspectors to maintain the quality and standards of inspections and investigations;
- Approves draft letters and reports submitted by Inspectors for typing, collates and reviews monthly itineraries and accomplishment reports of Industrial Safety Inspectors;
- Conducts bi-monthly regional inspector meetings;
- Requests and reviews operational files and take action, as necessary;
- Prepares and submits monthly Itineraries for approval;
- Conducts periodic performance assessment of Inspectors;
- Participates in meetings/workshops/seminars.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Methodical
- Teamwork and co-operation
- Use of technology
- Compliance
- Adaptability
- Technical skills
- Knowledge of the Factories Act and Regulations
- Knowledge of the OSH Bill
- Knowledge of the Voluntary Compliance Programme
- Knowledge of the National Workplace Policy on HIV and AIDS

**Minimum Required Qualification and Experience**

- First Degree in Occupational Safety and Health/Engineering/Pure and Applied Science;
- Four (4) years' experience as an Industrial Safety Inspector or five (5) years as an Occupational Safety and Health professional;
- Certification in Supervisory Management.

**Special Conditions Associated with the Job**

- Respond to emergencies and reports of occurrences of serious/fatal accidents day or night and on weekends;
- Hazardous Environments (physical, biological and chemical agents);
- Extensive local travelling;
- Long working hours;
- Psychosocial Stress.

**2. Industrial Safety Inspector (SOG/ST 6)**

**Job Purpose**

Under the supervision of the Senior Industrial Safety Inspector conducts compliance inspection and audits of Factories, Construction Projects and Civil Works, Docks and loading or unloading of Cargo Vessels island-wide to ensure compliance with the Factories Act and its attendant regulations, national OSH Compliance Programmes and Policies. The incumbent is responsible to conduct investigations into occurrences of occupational accidents, injuries and illnesses as assigned.

**Key Responsibilities**

***Technical/Professional:***

- Conducts monthly compliance inspections of Factories, Construction Projects, Civil Works, Docks and Cargo Vessels in accordance with the Factories Act, Factories Regulations, Building Operations and Works of Engineering Construction (Safety, Health and Welfare) Regulations and the Docks (Safety, Health and Welfare) Regulations;

- Identifies and assesses hazards (chemical, physical, radiological, biological etc.) in industrial settings making recommendations for improvement to minimize hazard potential;
- Conducts monthly investigations into reported occupational accidents, dangerous occurrences, injuries and illnesses to determine the contributory factors and root causes;
- Conducts workplace OSH audits;
- Conducts special investigations/inspections into complaints of occupational safety and health issues;
- Performs special inspections to assist in the granting of permits/licences for External Agencies such as the Cannabis Licensing Authority and National Works Agency;
- Evaluates OSH compliance profile of industrial establishments inspected or audited;
- Recommends the imposition of Stop Orders or pursuit of legal action for acute or chronic non-compliance;
- Reports suspected cases of Child Labour and Human Trafficking observed during inspections or audits;
- Prepares and submits monthly and accomplishment reports;
- Collates and assist in the data collection on industrial accidents and inspections for legal proceedings, ensuring that all data is organized and accurate;
- Provides OSH technical advice to workplaces in the development, implementation, improvement and evaluation of OSH management systems and standards;
- Prepares draft letters and reports of compliance inspections, audits and accident investigations;
- Reviews and initials/signs typed letters for dispatch;
- Participates in meetings/workshops/seminars as directed;
- Attends Parish Court in Prosecution Cases as expert witness when required;
- Assists with the evaluation and approval of factory building drawings/blueprints;
- Attends Parish Municipal Corporations Building and Planning Committee Meetings to provide technical advice to deliberations for the refusal or approval of Building Application Permits;
- Assists and participates in internal and external OSH projects;
- Provides input into the development of databases, end user computing or other IT tools to streamline the efficiency of the Department;
- Prepares and submits monthly travel Itineraries for approval.

#### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Customer Service and Quality Focus
- Integrity
- Good interpersonal skills
- Methodical
- Teamwork and co-operation
- Use of Technology
- Compliance
- Adaptability
- Technical skills
- Knowledge of the Factories Act, Factories Regulations, Building Operations and Works of Engineering Construction (Safety, Health and Welfare) Regulations and the Docks (Safety, Health and Welfare) Regulations
- Knowledge of the OSH Bill
- Knowledge of the Voluntary Compliance Programme
- Knowledge of the National Workplace Policy on HIV and AIDS

#### **Minimum Required Qualification and Experience**

- First Degree in Occupational Safety and Health/Engineering/Pure and Applied Science;
- Two (2) years working experience in related field.

#### **Special Conditions Associated with the Job**

- Respond to emergencies and reports of occurrences of serious/fatal accidents day or night and on weekends;
- Hazardous Environments (physical, biological and chemical agents);
- Extensive local travelling;
- Long working hours;
- Psychosocial Stress.

### **3. Human Resource Development Officer (GMG/AM 4)**

#### **Job Purpose**

Under the direction of the Director Human Resource Development, the incumbent will assist in the facilitation of both internal and external training opportunities for over one thousand (1,000) staff members, in accordance with the Operational Plan of the Human Resource Development Unit of the Ministry.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Collaborates with the Senior, Human Resource Development Officer;
- Supports the implementation of the Ministry's Training Programme in keeping with the Human Resource policies and objectives;
- Assists in conducting training needs analysis to identify the needs of the Organization for continued staff development island wide;
- Assists with Training Impact Assessment to evaluate the effectiveness of training programmes island wide;
- Provides administrative support for Orientation and Induction Sessions for new and transferred staff;
- Assists in arranging and co-ordinating training sessions island wide;
- Assists in facilitating Human Resource Development and other related sensitization sessions with staff members island wide;
- Assists in facilitating training and development interventions with lower-level staff island wide;
- Processes and submits Study Leave and Scholarship Applications to the relevant authorities for approval;
- Facilitates in-house and external information seminars for personal and professional development of staff;

##### ***Administrative:***

- Liaises with relevant authorities regarding the processing of Study Leave and scholarships for staff;
- Reviews and submits bills to the relevant authorities for payments;
- Collates and records data on training activities;
- Prepares reports (monthly, quarterly) for the Unit;
- Prepares documents for dispatch to internal and external clients;
- Provides input towards the preparation of the Unit's Budget.

#### **Required Knowledge, Skills and Competencies**

- Sound knowledge of new and diverse training delivery methods
- Sound knowledge of Human Resource functions
- Sound knowledge of relevant computer applications and training software
- Ability to utilize manual and electronic training equipment
- Excellent planning and organizing skills
- Excellent interpersonal and problem-solving skills
- Excellent writing and delivery skills
- Excellent time management and analytical skills
- Good negotiation skills

#### **Minimum Required Qualification and Experience**

- Bachelor of Science in Human Resource Management or Development or Public Sector Management with one (1) year experience in HR environment;
- Certificate in Train the Trainer.

### **4. Monthly Payroll Officer (FMG/AT 2)**

#### **Job Purpose**

Under the direct supervision of the Payroll Manager, the incumbent will have direct responsibility for the control and payment of salaries and wages for monthly paid staff.

#### **Key Responsibilities**

##### ***Salary Computation:***

- Has direct responsibility for Monthly Payrolls (permanent and temporary monthly paid staff) in respect of the Ministry of Labour and Social Security;

- Ensures that all relevant information in connection with the payment of salaries are properly entered to the Payroll System. This include:
  - ✓ Salary Particulars in respect of new employees
  - ✓ New appointments (promotions) and acting appointments
  - ✓ Details of deductions to be made from salary
  - ✓ Transfers, resignation, dismissals, study leave, vacation leave and dates of resumption;
- Checks and ensures that salary is correctly computed by the System and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances On and Off Salary Control Register for each payroll run;
- Maintains continuous record of Salary Particulars of each employee on the Payroll, showing such information as date of appointment, incremental date, post, cost centre, salary scale, present salary and notes regarding acting appointment, etc.;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the Cashier for issue to the relevant persons on payday.

#### ***Deductions and Returns:***

- Checks and verifies that all statutory deductions and other authorized deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, NIS and NHT, are made promptly after the end of the year.

#### ***Other:***

- Assists in the preparation of the Personnel Emoluments Budgets by providing the Management Accounts Section with the following particulars on all members of staff:
  - ✓ Names of employees
  - ✓ Present salary
  - ✓ Date of appointment
  - ✓ Incremental dates, etc.;
- Provides letters to employees or organizations on behalf of employees' salary particulars, such as NHT/NIS Contributions, Income Tax, Education Tax, P24, P45, etc.

#### **Required Knowledge, Skills and Competencies**

- Excellent analytical and judgment skills
- Excellent oral and written communication skills
- Good problem-solving skills
- Ability to work in a team

#### **Minimum Required Qualification and Experience**

- AAT Level 2; **or**
- ACCA – CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of second year of the BSC. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

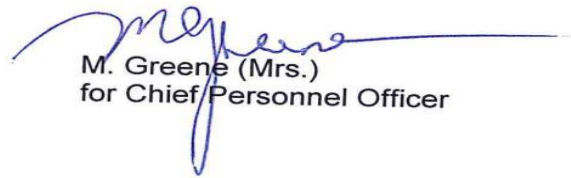
Applications accompanied by résumés should be submitted **no later than Monday, 19<sup>th</sup> February, 2024 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4**

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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