

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 131 **OSC Ref. C. 4515**

13th March, 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** posts of **Assistant Human Resource Officer (GMG/AM 3) - (3 posts)** in the **Human Resource Unit, Supreme Court's Office**, salary range \$1,984,305 – \$2,668,670 per annum.

Job Purpose

The Assistant Human Resource Officer co-ordinates Leave Administration and maintains Service Records for staff in the Supreme Court.

Key Responsibilities

- Updates and maintains Service Records for all members of staff ensuring that changes in the salaries, leave and study leave, acting, assignment, reassignment etc, and reflected in the Service Record document;
- Processes Leave Applications including Vacation, Departmental, Casual, No-Pay, Sick and Maternity for employees of the Supreme Court in keeping with Public Sector policies procedures and guidelines by:
 - ✓ Determining eligibility
 - ✓ Calculating/generating leave entitlement and resumption date
 - ✓ Updating respective leave records
 - ✓ Liaising with applicants, as necessary
 - ✓ Responding to queries from employees
- Provides information to staff regarding leave entitlement/leave process, as required;
- Records all approved leave;
- Prepares submission for approval of payment in lieu of Vacation, Special Sick Leave, No Pay Leave and Accumulation of Leave;
- Updates Service Records and Leave Computation for pension process, as requested;
- Updates PEPAS System and submit retirement documents and information to PAU;
- Reviews, researches and processes files to assist with Terminal Benefits;
- Prepares Annual Leave Rosters for Divisions/Units;
- Monitors Attendance Registers;
- Monitors and audits Attendance Registers of all Division in the Supreme Court;
- Prepares and maintains Attendance and Punctuality Reports of all Division in the Supreme Court;
- Prepares letters to staff informing them of punctuality and attendance issue in accordance with established standards;
- Provides advice on Human Resource related matters to the Court staff;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good communication i.e. oral, written and presentation skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Strong knowledge of leave processing
- Ability to use initiative and manage own time
- Ability to analyze and solve problems
- Ability to work in a team
- Good customer service skills
- Good interpersonal relation skills

Technical:

- Sound knowledge of Staff Orders and Public Service Regulations
- Sound knowledge of Human Resource principles and practices
- Good knowledge of the organization's policies, procedure and mandate
- Proficient in the use of relevant Computer Applications
- Ability to withstand work pressure on an on-going basis

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management or other related field.
- OR**
- Diploma in Human Resource Management or other related field;
 - Training in Records and Leave Management would be an asset;
 - Two (2) year experience in a similar position.

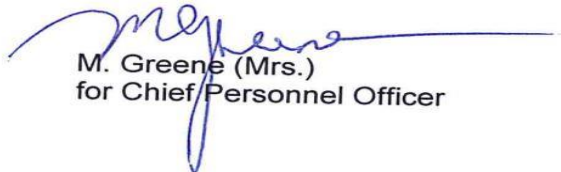
Applications accompanied by Résumés should be submitted **no later than Tuesday, 26th March, 2024 to:**

Senior Human Resource Officer
Human Resource Department
Supreme Court
King Street
Kingston

Email: hrd@jamaicajudiciary.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