



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 143 **OSC Ref. C. 4468⁸**

26th 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** post of **Senior Human Resource Officer (GMG/SEG 1)** in the **Corporate Services Division, Attorney General's Chambers (AGC)**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under direction of the Director, Human Resource Management, the Senior Human Resource Officer assist with the coordination of the recruitment and employee relations functions of the AGC in furtherance of the Vision and Mission of the Entity and the Government's Human Resource Management policies and guidelines.

Key Responsibilities

Technical/Professional:

- Retrieves, records and collates all documentation relating to the recruitment and selection processes for the AGC;
- Assists with the preparation of notices and advertisements for vacant positions for dispatch to the Office of the Services Commissions, the relevant Media Houses and the AGC's Intranet/Internet;
- Retrieves Job Applications from Job Application Database and collates them for shortlisting;
- Prepares shortlisting matrices for relevant job applications;
- Co-ordinates and invigilates the interview assessment process to ensure accountability and fairness;
- Schedules and arranges interviews under the guidance of the Director, Human Resource Management and based on the priorities of the AGC;
- Conducts reference checks on possible candidates;
- Contacts shortlisted applicants, arranges interview panels, and sets up for interviews;
- Prepares the relevant documents and organize for interview packages to be distributed to panelists;
- Creates and disseminates links to facilitate virtual interview assessments and interview processes;
- Liaises with panelists to retrieve interview packages containing scores and comments;
- Collates interview scores and prepares interview Score Sheets for the signature of panelists;
- Prepares reports detailing outcome of assessments and interview processes for the attention of the Solicitor-General;
- Prepares recruitment reports for the attention of Permanent Secretary, Ministry of Justice to aid in the recruitment decision-making process;
- Informs applicants of the outcome of the interview process through the approved communication modes;
- Prepares submissions for employments, appointments, acting appointments, confirmations and separations for submission to the HREC and HRMC;
- Sits on interview panels to assist in the recruitment of junior administrative staff;
- Prepares all related HR communiques and correspondence for review by the Director, HRM;
- Conducts research on related Human Resource issues as directed to inform HR planning and analysis;
- Performs audits of personnel files to ensure that all required employee documentation are collected and maintained;
- Advises AGC staff members on the various benefits and procedures to follow to access same.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Proficiency in the use of relevant Computer Applications

Technical:

- Knowledge of the principles of Public Sector Management
- Working knowledge of Human Resource Management principles and practices
- Working knowledge of the Public Service Regulations and Staff Orders
- Ability to work independently and make sound and reasoned decisions
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related Social Sciences;
- One (1) years' experience in a Human Resource Management environment.

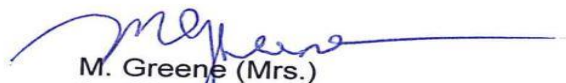
Applications accompanied by résumés should be submitted **no later than Wednesday, 10th April, 2024 to:**

**Director, Human Resource Management
Attorney General's Chambers
13 Hillcrest Avenue
Kingston 6**

Email: hrm@agc.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