



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 135 **OSC Ref. C.5526**

14th 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 following **vacant** posts in the **Department of Government Chemist**:

1. **Senior Human Resource Officer (GMG/SEG 1)** salary range \$3,094,839 - \$4,162,214 per annum.
2. **Office/Property Management Officer (GMG/AM 4)**, salary range \$2,478,125 - \$3,332,803 per annum.
3. **Accounts Payable Officer (FMG/AT 2)**, salary range \$1,550,136 - \$2,084,761 per annum.
4. **Payroll Officer (FMG/AT 2)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the Senior Human Resource Officer processes Human Resource transactional services and supports Human Resource activities and policies. The focus of this position is to manage the administration of Employee Benefits, Leave Administration, Performance Management Appraisal System (PMAS) and Employee Records via the relevant Human Resource Systems, such as Myhr+ and Public Employee Pension Administration System (PEPAS).

Key Responsibilities

Management/Administration

- Participates in the development and implementation of the Annual Operational Plan and Budget for the Branch;
- Assists with the development and implementation of Human Resource policies and procedures within the Department;
- Develops, administers, and co-ordinates Social/ Employee Welfare Programmes and activities and maintains a calendar of activities;
- Participates in the execution of the Department's Wellness Programme, as required, to promote and encourage healthy lifestyles;
- Provides professional advice and guidance to employees of the Department, on Human Resource Management policies, procedures and regulations;
- Seeks advice from the Ministry of Finance and Public Service on Conditions of Service on matters not covered by Regulations;
- Assists in the preparation and submission of reports, position papers, and other documents, as required;
- Prepares Job and Status Letters, recommendations and other types of written documentation as requested;
- Acts as a resource person on selected panels service-wide;
- Assists in conducting relevant research on related HR matters, as directed by the Director, HRM&A;

Technical/Professional

- Compiles and maintains statistical reports concerning employee-related data such as recruitment and selection, persons acting in positions, resignations, leave, transfers, retirement, performance appraisals and absenteeism rates for periodic presentation to the relevant authorities;
- Manages the operations of the MyHr+ System;
- Ensures that all Period of Service Records are created and updated;
- Manages all aspects of the Public Employees' Pension Administration System (PEPAS) including Registration of Employees, uploading of Monthly Service Record Template;
- Prepares and submits Pension Particulars to the Office of the Services Commissions, and the Pensions Branch, Ministry of Finance for employees who are to be retired to be retired from the Public Service;
- Ensures retirement benefits particulars such as (Leave Computation and all Pension Particulars), are submitted to the relevant authorities within the specified time;
- Advises the Payroll Department regarding employment, appointments, promotions, assignments, transfers and separations related to portfolio assignment;
- Verifies the eligibility of employees for incentives (qualification and annual increments, lump sums, seniority allowances etc.) and awards and submits to the Payroll Department for action;
- Verifies completeness and accuracy of applications relating to employees benefits such as (Government Loans and Grants, Sagicor Jamaica Ltd. Health Insurance and submits to the relevant entities for processing;
- Make the necessary arrangements with the Ministry of Health and Wellness for the Medical Examination for members of staff who have been appointed;
- Computes leave for employees of the Department and the preparation and presentation of the various corresponding reports, e.g. approvals, computations;
- Monitors the maintenance of the Attendance Register;
- Ensures that all absences are recorded;
- Assists with the recruitment and selection process, to include sitting on interviewing panels and administering assessment exercises;
- Participates in the delivery of orientation sessions to new recruits, giving an appreciation of PMAS and ensuring that staff are aware of the policies, practices and regulations of the Ministry and the Government Service;
- Supports the Director, Human Resource Management and Administration in the various planning and reporting processes related to the Human Resource functions;
- Initiates the production of Work Plans, Interim and Annual Review processes for the Performance Management & Appraisal System for new and existing employees through proactive discussion with HODs, to ensure consistency and appropriateness of indicators;
- Creates and maintains an accurate PMAS Database outlining various components including submissions to date and due date of payments;
- Facilitates the delivery of HR interventions in keeping with recommendations under the PMAS;
- Processes letters of resignation ensuring that all relevant authorities/agencies are advised in a timely manner;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies**Core:**

- Confidentiality and integrity
- Good written and oral communication skills
- Analytical Thinking
- Sound judgment, problem-solving and decision-making skills
- Good planning and organizing skills
- Ability to work as a team player at varying levels
- Excellent customer relations and interpersonal skills
- Excellent knowledge and understanding of Human Resource Management trends, procedures and practices in Government

Technical:

- Sound knowledge of GOJ policies/procedures/regulations, such as the Staff Orders, Public Service Regulations and Delegations of Functions
- Good customer orientation skills
- Proficiency in use of MyHr+ and PEPAS Platforms, Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- BSc. Degree in Human Resource Management, Business Administration, Management Studies or any equivalent combination of education and training.
- Three (3) years' experience in Human Resource Management, preferably within the Public Sector.

2. Office/Property Management Officer (GMG/AM 4)

Job Purpose

Under the direction of the Director, Human Resource Management and Administration, the incumbent is responsible for managing the assets, services and supplies for the Department and provides protection for staff, facilities and property. The incumbent will also conduct routine inspections preventive maintenance, and office services issues, in addition to the monitoring of contractors and service providers. Ensuring a habitable and safe office environment in accordance with established standards and guidelines toward achieving the Department's objective.

Key Responsibilities

Management/Administrative Responsibilities

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment with the Branch's Plan;
- Ensures that equipment, stationery, and all goods are properly stored;
- Requests Board of Survey for the disposal of obsolete and redundant assets from the main inventory;
- Prepare work schedules;
- Manage overtime and submit the request for payment in a timely manner;
- Prepares Quarterly Reports for the Branch for the attention of the Director, HRMD Administration;
- Ensures that all required processes, systems and controls are in place within the section to enable the achievement of its objectives effectively and efficiently;
- Monitors and review the performance of the Unit to ensure its agreed performance targets are met;
- Ensures that staff within the Department is provided with adequate and quality equipment, stationery and other articles at all times;
- Ensures the timely delivery of the Section's responsibilities to the Department's Annual corporate Planning and Budgeting process;
- Ensures that Annual Plans are consistent with policies and reflect financial targets;
- Ensures the effective and efficient use of resources;
- Performs any other duties that may be assigned by the Director, HRMD and Administration which may be deemed to fall within the remit of the post;
- Provides day-to-day leadership and direction in the development and continual performance improvement of the Unit and oversees and manages the section's activities and operations;
- Ensures that adequate funds are available on the Supplies Account for stationery and other goods.

Technical/Professional

- Processes transactions for the purchasing of goods and services and ensures that purchases are in keeping with Government standards;
- Ensures that the most economic and efficient methods are used in the procurement of goods and services;
- Manages the inventory of stocks and assets within the DGC by developing an inventory system;
- Maintains follow-up with distributors and suppliers to ensure timely delivery of goods and services;
- Maintains liaison with suppliers of goods and services;
- Makes regular contact with the Accountant to ensure availability of funds for purchasing;
- Interprets and implements purchasing policy and advise on problems encountered;
- Liaises with suppliers and assists in resolving discrepancies on a timely basis;

- Implements purchasing policies approved by the management of the DGC;
- Conducts Board of Survey for office equipment and furniture;
- Initiates and responds to correspondence concerning office management;
- Responds to emergency maintenance requests as required;
- Maintains records of maintenance procedures and schedule;
- Performs monthly stocktaking of the storeroom;
- Verifies standards and quality of service items/materials purchased by the Branch;
- Liaises with, guides and directs contractors/cleaners/janitors and gardeners, as required for the effective performance of maintenance functions;
- Institute systems and procedures that ensure quality and safety assurance;

Human Resource Management

- Supervises the performance and general conduct of messengers and the ancillary staff;
- Creates an effective team within the Unit to achieve the Unit's objectives and targets;
- Ensures that the staffing needs of the Section are met through timely recommendations for appointments, promotions, acting appointment staff development and training;
- Ensures the management and continuous performance of staff within the section.

Required Knowledge, Skills and Competencies

Core Competencies

- Confidentiality and integrity
- Good written and oral communication skills
- Analytical Thinking
- Sound judgment, problem-solving and decision-making skills
- Good planning and organizing skills
- Ability to work as a team player at varying levels
- Excellent customer relations and interpersonal skills
- Excellent knowledge and understanding of Human Resource Management trends, procedures and practices in Government

Technical Competencies

- Sound knowledge of GOJ policies/procedures/regulations, such as the Staff Orders and Public Service Regulations
- Sound knowledge of the GOJ Asset Management Policy
- Excellent problem solving skills
- Good customer orientation skills
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Public Administration, Business Administration, Management Studies or a related discipline from a recognised tertiary institution;
- Training in Supplies Management;
- Training in Supervisory Management;
- Minimum of three (3) years relevant experience.

Special Condition Associated with the Job

- Working beyond normal working hours to ensure distribution of equipment and other goods to staff.

3. Accounts Payable Officer (FMG/AT 2).

Job Purpose

Under the supervision of the Director, Finance and Accounts, the Payment Officer is responsible for preparing all commitments and payments as well as performing cashiering duties.

Key Responsibilities

Technical/Professional

- Prepare Utility Report for submission to MoFPS;
- GCT Withheld from suppliers report prepared for submission to MoFPS;
- Prepares Commitments and Payments;
- Prepares Journal Vouchers;
- Files maintained for all Commitments and Payment Vouchers;
- Performs cashiering duties.

Required Knowledge, Skills and Competencies

Core:

- Working knowledge of the GoJ Accounting Principles, Guidelines and Law
- Working knowledge of the GoJ Public Procurement Guidelines and Act, 2015
- Good oral and written communication skills.
- Good interpersonal
- Good organizing skills
- Knowledge of Government Financial Management System (GFMS) Software

Minimum Required Qualification and Experience

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

Special Condition Associated with the Job

- Typical office working conditions, will be required to cope well under pressure and meet deadlines.

4. Payroll Officer (FMG/AT 2)

Job Purpose

Under the supervision of the Director, Finance & Accounts, the Payroll Officer is responsible for preparing the fortnightly, Monthly Payrolls, statutory, Salary Deductions and SO1 and SO2.

Key Responsibilities

Technical/Professional

- Updates and prepares the monthly and fortnightly payrolls;
- Earning records maintained;
- Statutory Deductions submitted to MOF in a timely manner;
- Salary deduction listings submitted to AGD on time;
- SO1 prepared and submitted on time;
- Any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Working knowledge of the GoJ Accounting Principles, Guidelines and Law
- Working knowledge of the GoJ Public Procurement Guidelines and Act, 2015
- Working knowledge of accounting software
- Good oral and written communication skills.
- Good interpersonal skills.
- Good organizing skills

Minimum Required Qualification and Experience

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

Special Condition Associated with the Job

- Typical office working conditions, will be required to cope well under pressure and meet deadlines.

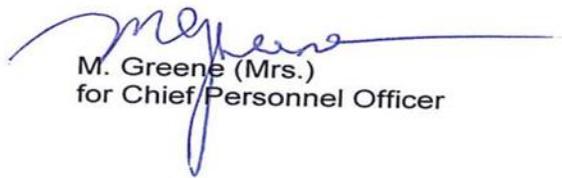
Applications accompanied by résumés should be submitted **no later than Wednesday, 27th March, 2024 to:**

**Manager
Human Resource Management and Administration
Department of Government Chemist
Hope Gardens
Kingston 6**

Email: government.chemist@moh.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