



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 106

OSC Ref. C.5850¹⁶

22nd 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 be assigned to/fill the following posts in the **Human Resource Management and Development Branch, Ministry of Economic Growth and Job Creation (MEGJC)**:

1. **Senior Human Resource Officer (GMG/SEG 2) - (Not Vacant)**, salary range \$3,770,761 - \$5,071,254 per annum.
2. **Senior Secretary (OPS/SS 3) - (Vacant)**, salary range \$1,550,136 - \$2,084,761 per annum.

1. Senior Human Resource Officer (GMG/SEG 2)

Job Purpose

Under the general supervision of the Director, Human Resource Management, the incumbent is responsible for Human Resource functions in relation to staffing, recruitment, selection and appointment of assigned group of employees, employee welfare/benefits and the management of HR records and information in accordance with the established policies and procedures in order to meet the Ministry's Strategic Objectives.

Key Responsibilities

Management/Administrative:

- Contributes to the Strategic Planning process of the Branch by assisting with the development of Strategic/Operational Plans and Budget;
- Develops Individual Work Plan based on alignment with Branch's Operational Plan;
- Prepares Annual/Quarterly and Monthly Reports, as required;
- Arranges and participates in meetings, seminars and conferences, as required.

Technical/Professional:

- Liaises with Divisional Heads to identify manpower needs;
- Prepares Job Profiles for approval in respect of open positions for advertising after consultation/ approval by the Post Operations Committee;
- Reviews recruiting documents for completeness, accuracy and transparency;
- Examines applications and resumes;
- Prepares the shortlist of candidates who have been selected for interviews;
- Prepares selection documents such as Selection Tools, Interview Rating Sheets etc.;
- Assists in making the necessary arrangements for the selection process;
- Participates in the recruitment, selection and appointment of staff;
- Participates in the selection exercise as panel member, as required;
- Prepares Selection Outcome Reports;
- Conducts Reference Checks on possible candidates;
- Conducts and documents background checks/security vetting for successful applicants;
- Provides guidance to new employees and ensures that they are aware of and adhere to the policies, procedures and regulations of the Ministry;
- Advises management when deviation occur and provides guidance to effect corrective and preventive measures;
- Ensures that PMAS/Probationary Reports are completed in the specified time by issuing prescribed forms (Probationary Report) for completion by the relevant officers and supervisors;
- Assists with arranging meetings and providing secretariat support to the HREC;
- Ensures that Human Resource Executive Committee (HREC) matters are effectively addressed by:
 - ✓ Checking and reviewing PMAS Reports, recommendations and justifications before submitting to the HREC;
 - ✓ Preparing matters for submission to the HREC.

- ✓ Informing Divisional Heads and employees of the decision reached by the HREC;
- ✓ Prepares outcome letters such as acting, appointment and temporary employment letters etc.
- Assists with the orientation of new employees and follows up to ensure that all new staff are appropriately orientated, including the verifying that all new staff have completed the required documentation;
- Assists in conducting Exit Interviews for employees who are separating from the Ministry and ensures that all separation matters loans, bonds, bills, etc are satisfactorily settled;
- Prepares Human Resource Management Monthly/Quarterly Reports;
- Prepares the Ministry's Staff List by:
 - ✓ Ensuring that post numbers are correct and correspond with the Establishment Act;
 - ✓ Ensuring that officers are related to their correct posts;
 - ✓ Ensuring that all posts reflected/operating are approved by the Corporate Management and Establishment Branch (Ministry of Finance and the Public Service (MoFPS));
 - ✓ Liaising with the Director Organizational Development/Corporate Management and Establishment Branch and the Research and Establishment Unit (Ministry of Finance) to verify data on staff list;
- Ensures the maintenance of the Human Resource Management (HRM) staff attrition and vacancy listings;
- Verifies Honoraria Claims forward to the Human Resource Management Branch for members of staff engaged in overtime assignments;
- Conducts research to identify HR related information to keep the Branch informed of industry changes and abreast with new best practices;
- Prepares special reports as required (such as on staff attrition, acting assignments in clear vacancies and temporary positions);
- Provides responses to queries in respect to HRM related matters including Ministry's HR policies, regulations and procedures;
- Collaborates with the Strategic Human Resource Management Division (SHRMD) of the Ministry of Finance and the Public Service, on matters relating to staff welfare and benefits;
- Ensures that relevant HR information/updates are disseminated to the Ministry, Departments and Agencies, through the use of Staff Bulletins, the Intranet, Email etc. as the needs arise;
- Prepares Job Letters, recommendations and other forms of letters;
- Manages the Records and Information Management Programme within the HRMD Branch

Supervisory/Human Resource:

- Participates in the co-ordination of Work Plans and recommends Performance Targets for direct reports;
- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the HRMD Branch to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On-Boarding Programme;
- Contributes and maintains a harmonious working environment;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Understanding of the Staff Orders and the Public Service Regulations
- Excellent knowledge of emerging Human Resource practices
- Excellent computer skills and its applications
- Excellent knowledge of the Human Resource Information Systems package
- Understanding of Human Resource Management Procedures and Practices in Government
- Job attitude and initiative
- Excellent oral and written communication skills
- Excellent team player
- Customer relations skills and interpersonal skills
- Ability to maintain employee confidentiality

Minimum Required Qualification and Experience

- Undergraduate Degree in Social Sciences – Human Resource Management, Public Administration or any equivalent qualifications;
- Three (3) years' experience in a related field

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the general direction of the Director, Human Resource Management, the Senior Secretary provides secretarial and administrative support to the Director, Human Resource Management.

Key Responsibilities

Technical/Professional:

- Performs stenographic duties for the preparation of letters, memoranda, Minutes and other official documents;
- Receives telephone calls and visitors, makes appointments and confirms meetings;
- Monitors all inquiries directed to the Office and provide, where possible, necessary advice or information required by clients;
- Maintains schedule of all appointments and official engagements of the Director, HRM and issues reminders of ensure fulfilment;
- Assists in the maintenance of effective client relations by, determining the nature of enquiries from visitors and callers;
- Liaises, as necessary, between the Director, HRM and the other staff for dissemination of information and instructions;
- Assists with the maintenance of the Attendance Register and preparation of monthly Attendance Report on staff in the Branch for submission to the Director, HRM;
- Orders and maintains inventory on stationery used in the Branch;
- Provides necessary logistic support in arranging meetings by arranging venues, informing attendees and other related activities;
- Establishes and maintains a Records Management System/procedure for the Branch;
- Performs follow ups to secure timely response from internal and external entities in respect to letters and memoranda emanating from the Branch;
- Prepares draft responses, letters, memoranda, reports and notes of meetings;
- Performs any other related activities as requested.

Required Knowledge, Skills and Competencies

- Excellent organizational skills
- Excellent oral and written communication skills
- Team-oriented with excellent interpersonal skills
- Confidential
- Excellent administrative and secretarial skills
- Proficiency in word processing and standard computer applications

Minimum Required Qualification and Experience

- CXC or GCE O' Levels subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at 50-55 words per minute, and shorthand at a speed of 100-120 words per minute, plus 4-5 years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spreadsheet; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus 4-5 years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O' level; training in the use of a variety of

software applications and 4-5 years general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

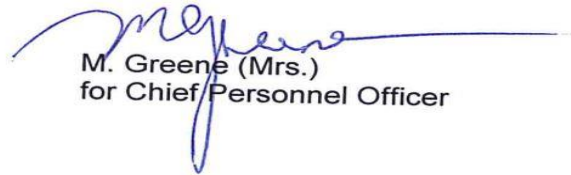
Applications accompanied by résumés should be submitted **no later than Wednesday, 6th March, 2024 to:**

**Senior Director
Human Resource Management and Development
Ministry of Economic Growth and Job Creation
The Towers, 25 Dominica Drive
Kingston 5.**

Email: human.resources@megjc.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