

## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 199**

### **OSC Ref. C.6272<sup>18</sup>**

**9<sup>th</sup> May, 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 the post of **Assistant Human Resource Officer (GMG/AM 3) – (Not Vacant)** in the **Human Resource Development and Management Division, Office of the Prime Minister**, salary range \$2,190,302 – 2,945,712 per annum.

### **Job Purpose**

Under the general supervision of the Director, Human Resource Management, the Assistant Human Resource Officer co-ordinates leave administration and maintains service records for staff.

### **Key Responsibilities**

- Processes leave applications including Vacation, Departmental, Casual, No-Pay, Sick, and Maternity for employees, 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;
- Prepares Quarterly Leave Reports and submits to the Director of Human Resource Management;
- Ensures that all approved leave is appropriately recorded and updated on MyHR+;
- Prepares submission for approval of Vacation Leave, Special Sick Leave, No Pay Leave, accumulation of leave or of payment in lieu Vacation Leave;
- Updates service records and leave computation for pension purposes as requested;
- Reviews, researches and processes files for terminal benefits;
- Prepares Annual Leave Rosters for Divisions and Units;
- Monitors Attendance Registers.

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

- Sound knowledge of the Public Service rules, regulations and practices;
- Excellent interpersonal and customer service skills;
- Ability to communicate effectively with persons at all levels;
- Strong knowledge of leave processing;
- Excellent time management and organizing skills;
- Good judgment, decision-making and problem-solving skills;
- Good oral and written communication skills;
- Proficient in the use of Microsoft Office Suite.

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

- Diploma or Associate Degree in Human Resource Management or related field;
- Training in Records and Leave Management;
- At least one (1) year experience in a similar position.

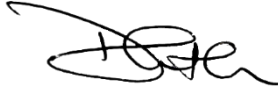
Applications accompanied by résumés should be submitted **no later than Wednesday, 22<sup>nd</sup> May, 2024 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**