



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. 250

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19th June, 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 **Senior Human Resource Officer (GMG/SEG 1) (Benefits Administration)** for the period **17th July 2024 to 28th August 2024** in the **Human Resource Development and Management Division, Office of the Prime Minister (OPM)**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the supervision of the Director, Human Resource Management, the Senior Human Resource Officer is responsible for the administration of matters relating to retirement, pre-retirement, long service awards, pension plan administration and loans

Key Responsibilities

- Provides information to employees on available benefits and entitlement and provides advice/guidance in their utilization;
- Processes loan applications for motor vehicle/computer/miscellaneous;
- Prepares documents for submission to the Ministry of Finance and the Public Service re applications for Miscellaneous/Motor Vehicle/Computer Loans, Duty Concessions and Tertiary Loans;
- Prepares documents for submission to the Accountant General's Department for salary advance and Motor Vehicle Insurance;
- Researches personnel records and submits for approval of Long Service Award, the names of employees who have served more than twenty-five (25) years in the Public Service;
- Researches and submits for approval the names of employees attaining the age or retirement and eligible for retirement benefits;
- Process particulars for pension benefits;
- Vets/verifies applications for correctness of dates, ensuring that the appropriate procedure are adhered to;
- Provides relevant information to retirees; provides/recommends counselling as necessary and advises prospective retirees on matters pertaining to their benefits and the duration of their pre-retirement leave;
- Verifies indebtedness and salary particulars for officers. Prepares cover letters for submission to the respective Ministry/Department/Agency;
- Prepares all relevant documents in relation to approved retirees for submission to the Ministry of Finance and the Public Service for the processing of pre-retirement leave and retirement benefits;
- Maintains a record of all members of staff who will proceed on pre-retirement leave; tracks and maintains a record of files for pension purposes;
- Oversees and/or conducts the processing of pension applications inclusive of persons for early retirement, deferred pension, retirement on medical grounds, death gratuity/pension for spouse and children of pensionable age;
- Requests Death Certificates and other documents for processing of death benefits; submits Death Certificates and relevant documents for payment of Funeral Grant to the Ministry of Finance and the Public Service for action;
- Provides support to employees to be retired and those who have retired, as necessary;
- Refers cases needing special attention to the Employee Assistance Programme Section of the Ministry of Finance and the Public Service for action;
- Monitors the maintenance of Service Records by scheduling timely updates of information in relation to salary, training, leave etc.;
- Identifies solutions to a wide range of organizational issues and ensures their implementation for effectiveness;
- Disseminates relevant information to staff on Benefits Administration, as necessary.

Required knowledge, Skills and Competencies

- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Excellent interpersonal skills;
- Analytical and problem-solving skills;
- Leadership and time management skills;
- Excellent networking and relationship-building skills, ability to function as a team player;
- Confidentiality and integrity;
- Demonstrates initiative and creativity;
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis;
- Knowledge of the Public Service Regulations, Pensions Act and the Staff Orders;
- Proficient in relevant computer applications and systems including PEPAS Database, MyHr+ System, Microsoft Office Suite (Word, Excel, PowerPoint);
- Ability to manage limited resources in order to achieve targets;
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management/Development or Management Studies or Business/Public Administration, Social Sciences or the Humanities or related field from a recognized institution;
- Training in Employee Benefits Administration;
- Three (3) years' work experience in Human Resource Management in an organisation of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2nd July, 2024 to:**

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

E-mail: 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.



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