



Office of the Services Commissions

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CIRCULAR No. 321 **OSC Ref. C. 4858⁴⁹**

22nd August, 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) – (Not Vacant)** in the **Human Resource Management & Development Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the direction of the Director, Human Resource Management, the Senior Human Resource Officer is responsible for administering employee benefits in keeping with the Staff Orders and the Public Service Regulations in force, to ensure proper interpretation and equitable application of same.

Key Responsibilities

Management/Administrative:

- Prepares the Unit's Annual Budget and ensures expenditure is in keeping with approved allocation;
- Provides advice and guidance to Directors/Heads of Unit and staff on Human Resource policies, procedures and the regulations;
- Implements designated programmes;
- Oversees preparation of Work Plans for staff in the Unit;
- Represents the Department/Unit at meetings;
- Represents the Ministry at meetings, seminars and workshops, and provides the required information and recommendations.

Technical/Professional:

- Liaises with representatives of Health Insurance Provider and ensures the registration of new employees on Health Insurance Plan;
- Liaises with NIS office to ensure members of staff are adequately compensated for NIS benefits;
- Ensures that applications for motor vehicle loans, motor vehicle insurance loans, miscellaneous loans, computer loans and salary advances are processed and submitted;
- Monitors and ensures that applications for Duty Concessions are processed and submitted;
- Monitors and ensures the arrangements for medical examinations for permanently appointed staff and medical board examinations;
- Monitors and ensures the correct preparation of service records and signs for completeness;
- Monitors and ensures that the list of employees who are eligible for long service awards is prepared and submitted to the Public Service Establishment Division;
- Supervises the computation of leave entitlement and accurate processing of leave;
- Provides information of indebtedness and leave eligibility of officers who have separated from the Ministry;
- Provides information to the Administrator General's Department in respect of officers estates;
- Provides reports/information to the Attorney General's Department to support officers claims;
- Provides information relating to benefits to members of staff and ensures that accurate information is disseminated;
- Supervises the preparation of the schedule of employees who are eligible for retirement and ensures that all relevant documents are submitted to the Pensions Branch for processing of officers retirement benefits;

- Monitors and ensures that applications from staff and former staff members for information on statutory deductions are processed and referred to the Finance & Accounts Division for preparation;
- Prepares and submits quarterly status reports;
- Prepares quarterly cash flows for the financial year and monitors expenditures;
- Recommends the procurement and maintenance of office equipment;
- Interprets and implements Government's policies related to staff benefits.
- Manages and makes recommendations for the payment of increment, seniority allowances and educational increments;
- Seeks approval for the operation of posts which are vacant for over a period of one (1) year;
- Submits recommendations to the Human Resource Management Executive Committee (HRMEC) for acting assignments of officers whose posts have been reclassified.

Human Resources:

- Monitors and evaluates performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organization's goal;
- Performs other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Strong leadership and people management skills
- Excellent interpersonal skills;
- Integrity
- Excellent teamwork and cooperation
- Ability to manage the client interface
- Good customer & quality focus skills
- Compliance
- Good planning and organizing skills
- Good problem solving and decision making skills
- Methodical

Technical:

- Excellent knowledge of the Government's Human Resource Policies, Regulations, and Procedures;
- Proficiency in the use of relevant computer applications;
- Excellent knowledge of Human Resource Management practices and procedures;

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Public Administration, or equivalent;
- Five (5) years' experience in Personnel related functions.
- Relevant work experience in a similar capacity relating to employee benefits would be an asset.

Special Condition Associated with the Job

- Traveling to various locations to perform work-related functions and/or attend meetings.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4th September, 2024 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6.

Email: jobopportunities@moa.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