



## Office of the Services Commissions

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### **CIRCULAR No. 385** **OSC Ref. C.5166<sup>8</sup>**

**25<sup>th</sup> September, 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 vacant post of **Director, HR Policy and Standards (GMG/SEG 3)** in the **Information, Standards and Public Education Unit, Office of the Services Commissions (Central Government)**, salary range \$5,198,035 – \$6,990,779 per annum.

### **Job Purpose**

Under the general direction of the Deputy Chief Personnel Officer, Information Standards and Public Education Unit, the incumbent is responsible for identifying, researching and analysing policy issues related to Public Sector Human Resource Management and Development; formulating policy options and Frameworks and making recommendations on how the Public Sector Human Resource Policies and Programmes should be shaped to support delivery of more efficient and effective public services and the achievement of national objectives.

### **Key Responsibilities**

- Identifies areas of the Public Sector Human Resource operations which could benefit from additional research and produces analytical reports and studies by:
  - Undertaking research into issues relevant to the HR policies and practices; conducting all phases of research projects inclusive, but not limited to, literature reviews, design and development of research proposals, instruments;
  - Managing the collection, compilation and relevance of quantitative and qualitative data, as well as summarizing and analyzing the data;
  - Reviewing and analyzing data and providing recommendations on the management of issues and the modification/development of policy and programmes in keeping with the modernisation of the Public Sector;
  - Identifying the interlinkages between proposed HR Regulations and policy initiatives and existing policies and programmes within the Public Sector.
- Drafts proposals for policies, programmes, studies and frameworks to support implementation of the HR Agenda within the Public Sector by:
  - Developing evidenced-based policy proposals, frameworks and programmes on relevant areas of Human Resource Management Development or modifying existing policies, frameworks and programmes, as appropriate;
  - Compiling reports on Programme Development and Implementation for presentation by the Chief Personnel Officer to governance bodies, international development partners and other stakeholders; attending meetings/conducting Sessions with stakeholders; providing advice on matters concerned with the development, review and implementation of the policies;
  - Assisting in the assessment of policy, legislative and regulatory impact of proposed policies, frameworks and programmes.
- Assists, as required, in the design and identification of appropriate methodologies for implementing HR initiatives and conducting evaluations of HR policies by:
  - Collaborating with other OSC Units in tracking and reporting on the implementation of policies and the status of programmes and projects to support the achievement of Public Sector HR objectives, in accordance with prescribed priorities and performance benchmarks;
  - Participating in the analysis of findings, preparation of reports, summary documents and material for publication/communication;
  - Assisting in conducting evaluations of existing HR policies, frameworks and programmes, including developing programme evaluation criteria and methods.
- Prepares, analyzes and reviews Cabinet Submissions and Cabinet Notes as required;
- Co-ordinates the planning, research and development of new HR Policies and Studies as assigned, and develops plans and guidance to support implementation;
- Documents and evaluates for adoption, best practice approaches and techniques to identified HR initiatives;
- Presents Analytical Reports and Policy and Programme Evaluations to relevant stakeholders;

- Monitors and analyses domestic and/or international HR issues; develops trends, metrics and forecast indicators; identifies strategic issues and determines policy implications;
- Investigates specialized areas assigned by the Deputy Chief Personnel Officer, ISPE/Chief Personnel Officer and provides timely and current data for the development of policies, programmes and initiatives for subsequent application to specific problems;
- Participates in technical and other working groups related to the Government's national HR Agenda and priorities.

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

- **Communication:** Ability to clearly and fluently express oneself in writing and in speech in a manner that is appropriate for the audience, while maintaining awareness of non-verbal modes of communication;
- **Facilitation:** Ability to lead or work through a process which seeks to build consensus amongst a diverse group around an issue, in a manner that is non-confrontational, engaging and yields the best possible outcome for the Organization;
- **Teamwork and Shared Responsibility:** Ability to work co-operatively with others in pursuit of mutual goals; sharing responsibility with individuals and groups with intent to foster the long-term learning or development of others, as well as a deep sense of commitment and ownership;
- **Networking:** Ability to establish, maintain and utilize a broad network of contacts in order to keep a pulse on public, political and internal issues and to make informed decisions. It includes identifying who to involve, as well as when and how to involve them in order to accomplish objectives and minimize obstacles;
- **Results Orientation and Initiative:** Ability to achieve desired outcomes; setting goals and priorities that maximize the use of the resources available to consistently deliver results against Government direction, organizational objectives and stakeholder expectations;
- **Flexibility and Adaptability:** Ability to adapt to and work effectively within a variety of situations and with various individuals or groups. Understands and appreciates different and opposing perspectives on an issue, adapting one's approach as situations change and changing or easily accepting changes in one's own organization or job requirements;
- **Commitment to Continuous Learning:** Ability to actively pursue learning and development in order to effectively execute assignments and achieve meaningful results; contributing to personal and professional improvement; supporting and encouraging the learning and development of others;
- **Problem Solving:** Ability to apply analysis and strategic thinking to identify effective options for action;
- **Research and Analysis:** Ability to obtain and synthesize information so that recommendations and decisions can be made;
- **Team Leadership:** Ability to mobilize people to work toward a shared purpose in the best interest of the organization, the people comprising it and the people it serves, in accordance with clear expectations and goals. It involves attracting, supporting, developing and retaining a talented and diverse workforce and demonstrating concern for individual differences and employee morale;
- **Planning and Organizing:** Demonstrates the required discipline of planning, organizing and managing resources to bring about the successful completion of specific assignments
- **Interpersonal/Social skills:** Identifies, assesses and manages one's own emotions in relation to others; knows when to display the behaviour appropriate to the environment/situations they are in;
- **Integrity:** Behaves in an honest, fair and ethical manner; shows consistency in words and actions; models high standards of ethics;
- **Technical Knowledge:** Demonstrates a thorough knowledge of the Jamaican Public Sector, as well as international public management theories and philosophies; has a thorough knowledge of issues relating to the modernization Agenda and Government's policy formulation, monitoring and evaluation processes;
- Strong IT skills, especially in the use of the Microsoft Office Suite.

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

- First Degree in Public Administration/Management, Social Science or Economics, with specialized training in Policy Development and Analysis;
- Four (4) years or more experience in the Public Sector in a Policy-related field.

Applications accompanied by résumés should be submitted **no later than Thursday, 3<sup>rd</sup> October, 2024 to:**

**Director, Human Resource Management and Development  
Office of the Services Commissions (Central Government)  
30 National Heroes Circle  
Kingston 4**

Email: [hrm@osc.gov.jm](mailto:hrm@osc.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**