



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

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25th 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 following **vacant** posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Director, Policy and Research (GMG/SEG 3) (Bureau of Gender Affairs)**, salary range \$5,198,035 - \$6,990,779 per annum.
2. **Senior Human Resource Officer (GMG/SEG 1) Human Resource Management and Development Division**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Records Officer 1 (PIDG/RIM 2) (Corporate and Liaison Services Division)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Director, Policy and Research (GMG/SEG 3)

Job Purpose

Under the general direction of the Principal Director, Bureau of Gender Affairs (BGA), the Director, Policy and Research is responsible for managing the activities of the Policy and Research Section, by formulating and developing gender policy and to conduct gender-sensitive research that will assist in mainstreaming gender.

Key Responsibilities

Management/Administrative

- Contributes to and supports the planning process of the Branch's Operational Plan and budget;
- Develops, reviews and implements operational systems and procedures to guide the activities of the Branch;
- Keeps abreast of and provides information on global trends in gender and development issues;
- Establishes and maintains linkages with other relevant agencies/departments, NGOs and interest groups, for collaboration on common objectives and information sharing;
- Drafts Ministry Papers, Cabinet Notes and Cabinet Submissions;
- Prepares and submits reports and other documents as required;
- Represents the Branch/Division/Ministry at meetings, conferences, seminars and other fora, as required, and provides reports to the Principal Director.

Technical/Professional

1. Policy Development and Review

- Co-ordinates and liaises with MDAs in order to ensure that gender is mainstreamed in all their policies, programmes and plans;
- Reviews government policies for gender sensitivity and provides feedback to relevant authority/personnel;
- Periodically reviews legislation related to gender issues to ensure currency and relevance; makes recommendations for amendments/reviews where necessary;
- Develops strategy for gender mainstreaming in government ministries and agencies.

2. Research

- Identifies and initiates key areas of research to support policy formulation and national development;
- Overseas research needed for finalizing reports to meet international and regional obligations;

- Supervises the development and maintenance of a gender database on critical socio-economic indicators;
- Conducts public education and sensitization sessions;
- Performs any other duties.

Required Knowledge, Skills and Competencies

Core:

- Oral and written communication skills
- Analytical Thinking
- Problem solving and decision making
- Teamwork and cooperation
- Flexibility and adaptability
- Initiative
- Integrity
- Interpersonal skills
- Managing External Relationships

Functional/Technical:

- Sound knowledge of policy formulation, implementation and monitoring
- Sound knowledge of the machinery of government (policies and programmes) and steps in the legislative process
- Sound knowledge of the gender policies and legislation
- Excellent Customer & Quality Focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems.

Minimum Required Qualification and Experience

- Post Graduate Degree in Social Policy/Governance and Public Policy or Gender and Development Studies or related area;
- Training in Human Resource Management/Supervisory Management.
- Four (4) years' experience in policy formulation and programme development in the Public Sector, two (2) of which must be at the Principal management level

OR

- Undergraduate Degree in Public Policy and Management or Gender and Development Studies, Development Studies or related area;
- Training in Human Resource Management/Supervisory Management.
- Six (6) years' experience in policy formulation and programme development in the Public Sector, three (3) of which must be at the Principal Management level

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met
- Required to travel locally, regionally and internationally
- Extended working hours are expected, as well as working on weekends and public holidays

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

Job Purpose

Under the direct supervision of the Director, Employee Relations & Staff Welfare, the Senior Human Resource Officer is responsible for assisting with administering Government policies, regulations and guidelines and provide support to the HRM&D Division in the achievement of its goals and objectives.

Key Responsibilities

Management/Administration

- Prepares and submits reports, letters, and other documents as required;
- Provides advice and guidance to employees of the Ministry and its Agencies on staff welfare and disciplinary processes, procedures and policies;
- Serves as resource person on selected panels;

- Attends meetings and represents the Division/Ministry at conferences, seminars and other fora as required;
- Keeps abreast of current and emerging employee relations trends and best practices, and utilizes them for continuous improvement of the overall human capital development within the Ministry.

Technical/Professional

- Co-ordinates the implementation of the disciplinary and Staff Welfare policies;
- Provides support, advice and assistance in resolving conflicts, grievances and ethical issues;
- Monitors compliance of the Code of Conduct/Dress Code;
- Participates in the grievance and disciplinary processes of the Ministry, ensuring consistency and fairness;
- Facilitates the effective management of conflict by promoting the balancing of diverse interests and abilities of employees with the needs and goals of the organization;
- Facilitates the implementation of the Occupational Health, Safety and Wellbeing policies for the Ministry, and promotes positive attitudes towards employee health, safety and wellbeing at work;
- Recommends programmes which will promote a healthy and proactive employee relations climate;
- Assists with the establishment of a Welfare Committee;
- Organizes and conducts all staff welfare Health & Wellness programmes;
- Identifies factors that may affect staff wellbeing and productivity and devises ways to mitigate same;
- Investigates matters affecting staff and makes recommendations in relation to the following:-
 - Employee Relation
 - Health and Safety
 - Welfare and Wellbeing
- Co-ordinates, in collaboration with the Human Resource Development Unit, sensitization sessions to inform staff about health and wellness practices at the work place;
- Assists with the preparation of submissions to the Human Resource Executive Committee (HREC);
- Offers information and provides counselling support to staff;
- Other Responsibilities
- Represents the Division/Ministry at meetings/conferences and other fora as required;
- Performs any other duties that may be assigned from time to time by the Director, Employee Relations & Staff Welfare.

Required Knowledge, Skills and Competencies

Core:

- Oral and Written Communication Skills
- Problem Solving and Decision Making
- Planning and Organising
- Analytical Thinking
- Team Work and Cooperation
- Initiative
- Integrity
- Interpersonal Skills
- Managing External Relationships

Functional/Technical:

- Excellent knowledge of the Labour Laws of Jamaica, the Public Service Regulations, Staff Orders for the Public Service, Delegations of functions and other Government of Jamaica policies and procedures
- Good mediation/negotiations/conflict resolution skills
- Good Customer and Quality Focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management, Business Administration, Management Studies or its equivalent from a recognised tertiary institution

- At least three (3) years' experience in human resource management preferably within the public sector
- Training in Industrial Relations and Conflict Management
- Training in Occupational Health and Wellbeing
- Training in Events Management/Planning

Special Conditions Associated with the Job

- There can be high pressure when deadlines are to be met
- Extended working hours are expected

3. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the supervision of the Records Manager, the Records Officer 1 is responsible for the implementation and maintenance of the Registry's systems and procedures for efficient and effective records management within the Ministry.

Key Responsibilities

- Assists in maintaining a Confidential Registry;
- Assists in the maintenance of a file classification system;
- Responds to request for files;
- Assists in the proper maintenance and handling of records;
- Assists in specialized research in order to provide requested information;
- Sorts and classifies correspondence for filing;
- Assists in the creation of new files within the established file classification system;
- Encloses correspondence chronologically in appropriate file folders and records on minute sheets;
- Photocopies records for reference and other purposes;
- Assists with the clearing of closed and inactive files from the Registry;
- Performs other related duties that may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Oral and written communication skills
- Problem solving and decision making
- Integrity
- Initiative
- Teamwork and cooperation
- Interpersonal skills

Functional/Technical:

- Sound knowledge of established records management systems and procedures.
- Good Customer and quality focus
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

Minimum Required Qualification and Experience

- Four (4) GCE/CXC General Proficiency level passes including English Language and a numeric subject;
- Training in Records Management would be an asset
- Two (2) years' working experience in a related field

Special Conditions Associated with the Job

- Working environment involves:
 - Heavy lifting
 - Lots of bending
 - Climbing
 - Exposure to dust

Applications accompanied by résumés should be submitted **no later than Monday, 7th October, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

Email: careeropportunities@mcges.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**