



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 373 **OSC Ref. C. 5166⁸**

20th 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 be assigned to the post of **Senior Human Resource Officer (GMG/SEG 1) – (Not Vacant)** in the **Human Resource Management and Development Unit, Office of the Services Commissions**, salary range \$3,501,526 – \$4,709,163 per annum.

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Development, the incumbent will be required to assist in the development and implementation of training programmes, aimed at improving the productivity levels of the Office.

Key Responsibilities

Management/Administration:

- Undertakes Training Needs Assessment and Analysis of the Office of the Services Commissions' (OSC) Staff;
- Assists the Director, HRM&D in developing medium- and long-term Training Plans for the OSC, by utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, meetings and workshops;
- Develops teaching aids, such as Training Handbooks and reference works;
- Works closely with colleagues/members to create the Office's Corporate/Strategic and Operational Plans, including performance monitoring;
- Assists in the preparation and monitoring of the Division's Operational/Work Plans and Budget, ensuring that the work of the Division is carried out according to agreed plans and targets;
- Manages and provides leadership, coaching and mentorship opportunities to members of staff;
- Ensures the efficient, effective and economical utilization of assets and other resources in the Unit;
- Prepares and submits reports, position papers and other documents, as required;
- Publishes the OSC's Communiqué and brochures;
- Administers Study Leave and Day Release Applications process for OSC's staff and submits to the Chief Personnel Officer and the Public Service Commissions for approval;
- Organizes planned Annual Training Programmes by:
 - ✓ Scheduling training courses
 - ✓ Selecting the most appropriate training methodology
 - ✓ Identifying resource persons as session leaders
 - ✓ Securing appropriate venues for sessions
 - ✓ Securing equipment and material required for courses
- Assists in the organization and management of OSC's Booth at Expositions;
- Arranges with Unit Heads for the release of staff to attend training programmes.

Technical/Professional:

- Determines the contents of some in-house training courses;
- Schedules training courses;
- Selects the most appropriate training methodology;
- Identifies resource persons as session leaders;
- Finds replacement whenever resource persons are absent;
- Secures appropriate venues for sessions;
- Facilitates training programmes.

Human Resource Management:

- Prepares monthly/annual report on training programmes, education programmes and scholarship programmes to be used in on-going staff developmental programmes;
- Provides information on individual members of staff or groups, as required by the Director, HRM&D;
- Updates records and compiles statistical reports to evaluate performance of Instructors;

- Prepares letters to staff regarding results of training courses and distributes Certificates of Participation to staff who have successfully completed Training Courses;
- Liaises with Human Resource Management regarding Study Leave and Day Release applications.

Required Knowledge, Skills and Competencies

- Excellent presentation skills
- Sound leadership and management skills
- Sound analytical and strategic thinking/planning skills
- Sound negotiating and problem-solving skills
- Excellent interpersonal skills
- Sound human resource/people management skills
- Sound knowledge of the general operations of the machinery of Government, especially the Public Sector HR Management and Development Framework
- Sound personal and professional integrity
- Excellent customer relation skills
- Creative thinking capacity
- Good written and oral communication skills
- Sound personal and professional integrity
- Sound technical knowledge and expertise
- Confidentiality and integrity
- Computer literary (Microsoft Office Suite)

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Science – Human Resource Development, Public Administration or any equivalent combination of qualification and training;
- Two (2) years' experience in a training environment;
- Trainer of Trainers Certification would be an asset.

Special Conditions Associated with the Job

- Required to stand for prolonged periods when delivering training programmes.

Applications accompanied by résumés should be submitted **no later than Monday, 30th September, 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

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**