



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 450 **OSC Ref. C. 5166⁸**

15th November, 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 **Human Resource Information and Development Officer (GMG/SEG 1) – (Not Vacant)** in the **Information, Standards and Public Education Unit, Office of the Services Commissions**, salary range \$3,501,526 – \$4,709,163 per annum.

Job Purpose

The Human Resource Information and Development Officer is responsible for managing/administering the Office's Public Education Programme to keep stakeholders and clients abreast of new developments in Human Resource Management policies, procedures and best practices. The incumbent is also responsible for conducting necessary research activities in order to facilitate the assessment of the management of the delegated functions within Ministries/Departments and Executive Agencies, as well as level of adherence to the OSC's service standards, as outlined in its Citizens' Charter.

Key Responsibilities

Technical/Professional:

- Compiles, analyzes and presents data on employment issues, particularly those related to the delegated HR functions, as well as data on OSC's organizational performance;
- Conducts research activities using the appropriate instruments;
- Prepares Reports on research findings, implementation status of the OSC's communication plan, feedback from clients, as well as other performance reports, as may be required;
- Develops, documents and implements the communication strategy and plan for the Office;
- Disseminates information about the OSC and HR activities within the Central Government, especially as they relate to the delegated functions through press releases, fact sheets, workshops, information sessions, newsletters, employment fairs and other public contact programmes;
- Provides information to clients on issues relating to the OSC's operations, the management of the delegated functions, as well as public sector HR issues;
- Provides advice to Deputy Chief Personnel Officer – Information, Standards and Education, on issues relating to the selection of appropriate communication and research strategies/methodologies;
- Assists in the organization and delivery of training programmes using the appropriate methodology, in keeping with the principles of adult learning.

Human Resource Management:

- Prepares Annual Individual Work Plan in collaboration with the Director, HR Information and Public Education and in keeping with the strategic objectives of the Office of the Services Commissions.

Required Knowledge, Skills and Competencies

- Sound analytical skills;
- Creative thinking capacity;
- Excellent interpersonal skills;
- Good decision-making skills;
- Computer literacy (SPSS, Microsoft Office);
- Sound knowledge of public sector Human Resource policies and procedures;
- Excellent written and oral communication skills;
- Sound research skills;
- Sound interviewing skills;
- Networking skills;
- Knowledge of the media landscape.

Minimum Required Qualification and Experience

- Undergraduate Degree in the Social Sciences, emphasis in Human Resource Management (HRM);
- Three (3) years' experience in the Public Sector environment, either in the areas of HRM or Public Sector Management.

Special Condition Associated with the Job

- Position requires travelling and occasional overnight stays.


Applications accompanied by résumés should be submitted **no later than Monday, 25th November, 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