



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 486
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5th December, 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 **Human Resource Management and Development Branch, Post and Telecommunications Department**:

1. **Administrator (GMG/AM 3)**, salary range \$2,190,302- \$2,945,712 per annum.
2. **Assistant Human Resource Officer (GMG/AM 3 (Staffing) (2 posts)**, salary range \$2,190,302- \$2,945,712 per annum.

1. **Administrator (GMG/AM 3)**

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Development, the Administrator is responsible for assisting the Director with administrative duties by providing a wide variety of routine, complex and confidential administrative and secretarial support, in a manner that enhances the work processes and operations of the office.

Key Responsibilities

Management/Administration:

- Composes letters/memoranda from general instructions;
- Reads and analyses incoming correspondence, submissions and reports in order to determine significance and distribution;
- Answers the telephone, screens callers, and takes and relays messages;
- Maintains schedules of routine, special appointments and advise the Director on matters requiring prompt attention;
- Responds to requests and inquiries;
- Prepares reports, memos, letters and other documents, using word processing, spreadsheet, database, and /or presentation software;
- Assists in the organizing of events and activities by scheduling rooms and issuing information;
- Maintains and monitors the schedule of meeting events for the Unit;
- Makes travel and accommodation arrangements as required;
- Co-ordinates the flow of paperwork, including periodic and special reports between the Human Resource Management and Development and the other Divisions/Units;
- Researches and analyses data and prepared draft reports on administrative matters or other informational materials required;
- Attend meetings in order to record Minutes;
- Complies, transcribes and distributes Minutes of meetings;
- Any other related duties as assigned by the Human Resource Management and Development.

Other:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Required Knowledge, Skills and Competencies

Core

- Good oral communication and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Takes initiative
- Customer and quality focus
- Compliance

- Adaptability
- High level of integrity
- Methodical
- Good problem solving and decision making skills
- Planning and organizing skills
- Goal/result oriented
- Confidentiality
- Analytical thinking

Technical

- Use of Information and Communication Technology
- Technical Skills:-
 - Typing
 - Document Preparation
 - Office Administration and Management
 - File Management
 - Document Management
 - Knowledge of the Staff Orders and The Public Service Regulations

Minimum Required Qualification and Experience

- Associate Degree in Administrative or Office Management
 - Certificate in Secretarial Studies;
- OR**
- Administrative Management (Level 3) or equivalent from a recognized institution;
 - Four (4) CXC subjects including English and Mathematics or any other numeric subject;
 - Four (4) years secretarial/administrative experience in a related field.

Special Conditions

- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment
- May be required to travel island wide

2. Assistant Human Resource Officer (Staffing)

Job Purpose

The Assistant Human Resource Officer (Staffing) is responsible for providing support in the administration of staffing arrangements in the Department.

Key Responsibilities

Management/Administrative:

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora, as directed;
- Prepares status and other reports;
- Provides administrative support in respect of staffing matters;
- Keeps staff abreast of human resource policies and regulations.

Technical/Professional:

- Develops and maintains database of job applicants for ease of filling positions in a limited timeframe;
- Prepares responses/letters to job applications and referrals received from the Office of the Services Commissions;
- Maintains Recruitment and Selection Schedule for the Department;
- Assists with shortlisting candidates;
- Participates on interview panels;
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation) to the Director, Human Resource Management and Development (HRMD) for consideration;
- Prepares approval/non-approval letters for matters submitted to the Director, HRMD for consideration;
- Monitors temporary employments and acting assignments approved by the Director, HRMD and requests recommendations (inclusive of Performance Evaluation Reports) for permanent appointments/promotions as required;

- Monitors permanent appointments approved by the Director, HRMD and requests Probationary Reports for confirmation of appointment;
- Arranges for Staff to do medical examinations for confirmation of permanent appointment;
- Prepares Staff Bulletin to communicate to Staff and welcomes new employees to the Department;
- Processes resignations and takes steps to ensure that indebtedness is recovered;
- Collaborates with the HRMD Branch's Registry to ensure that recruitment records are kept up-to-date and are easily retrievable;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Teamwork and co-operation
- Good interpersonal skills
- Takes initiative
- Good customer and quality focus
- Compliance
- Adaptability
- High level integrity
- Methodical
- Good problem solving and decision making skills
- Planning and organizing skills
- Goal/result oriented
- Managing external relationships
- Analytical thinking

Technical

- Use of Information and Communication Technology
- Change Management
- Knowledge of:-
 - The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
 - Government of Jamaica recruitment and selection practices.

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment
- Maybe required to travel island wide

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th December, 2024 to:**

Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road,
Kingston, CSO

Email: hrunit@jamaicapost.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