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CIRCULAR No.68
OSC Ref. C. 6272¹⁸

12th February, 2025

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 Officer 2 (GMG/AM 4) - (Not Vacant)** in the **Human Resource Development and Management (HRDM) Division, Office of the Prime Minister**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Reporting to the Director, Human Resource Management, the Human Resource Officer 2 is responsible for co-ordinating leave administration for staff under the Office of the Prime Minister (OPM) and administering the Health Insurance activities for the OPM.

Key Responsibilities

- Manages the processing of leave applications for staff of the Office of the Prime Minister (OPM); processes leave application requests, computes leave eligibility and informs staff of leave eligibility;
- Prepares annual Vacation Leave Rosters for Divisions and Units;
- Maintains Attendance Register and leave records for HRDM Division;
- Checks/vets attendance registers for other Divisions/Units;
- Prepares submission for approval of special consideration for leave such as payment in lieu of vacation, special sick leave, no pay leave, accumulation of leave;
- Updates service records and leave computation;
- Conducts research and responds to staff queries on matters relating to Health Insurance;
- Sorts and distributes Sagikor Health cards to staff;
- Liaises with Sagikor in relation to staff queries and provides feedback to staff;
- Liaises with medical practitioners and schedules medical appointments for staff and follows-up on results of examinations;
- Prepares leave information for officers at the maximum of leave allowance for input to the Division's Corporate Plan Report;
- Scans documents and updates leave information to MyHr+ System;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of leave management/administration
- Excellent interpersonal and customer relations skills
- Excellent time management, planning and organizing skills
- Good judgment, decision-making and problem-solving skills
- Good oral and written communication skills
- Knowledge of the Public Service Regulations, Pensions Act and the Staff Orders for the Public Service
- Proficient in the use of computers, as well as computer applications, especially Microsoft Office Suite (Word, Excel, PowerPoint), MyHr+ System

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management or Public Administration from a recognized tertiary institution.
- Three (3) years' experience in Human Resource Management or Personnel Administration in the Public Sector.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25th February, 2025 to:**

Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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