



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 48**

### **OSC Ref. C.6544<sup>5</sup>**

**4<sup>th</sup> 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 post of **Senior Human Resource Officer (GMG/SEG 1) – (Not vacant)** in the **Houses of Parliament**, salary range \$3,501,526 - \$4,709,163 per annum.

### **Job Purpose**

Under the direct supervision of the Director, Human Resource Management and Development (HRM&D), the Senior Human Resource Officer will assume the human resource management and development responsibilities and duties on behalf of the Houses of Parliament and the Parliament's one (1) satellite office. The incumbent will be responsible for administering Government policies, regulations and guidelines and will provide support to staff to enable them to carry out human resource related functions effectively and efficiently.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Participates in the recruitment exercise, ensuring that applicants are shortlisted, relevant documents are prepared for interviews, and reference and security checks are done;
- Participates in the administration of the orientation programmes for all new employees;
- Facilitates permanent appointment of new recruits by ensuring the timely preparation and submission of Interim and Final Probationary Reports to the relevant authorities;
- Liaises with training institutions to obtain information on suitable training courses for staff and recommends to the Director, Human Resource Management and Development training needs;
- Assists with the development and implementation of the training plan;
- Assists with the development of standard operating procedures to ensure consistency and quality assurance in the performance of human resource functions throughout the Parliament.

#### ***Employee Relations and Benefits Administration:***

- Determines leave entitlement and ensures that the maintenance of proper record keeping for each staff member is kept in accordance with the Staff Orders for the Public Service;
- Processes loan applications and submits to the relevant authorities for approval or otherwise;
- Ensures the maintenance of up-to-date Service Records and Staff List;
- Liaises with the approved health care provider for the provision of services to employees and follows up on enrollments, queries and other issues;
- Processes relevant documents for retirement/separation; prepares and submits particulars for pension to the relevant authorities;
- Assists with the management of the grievance and disciplinary processes, ensuring consistency and fairness;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Ability to meet deadlines
- Excellent interpersonal skills
- Excellent decision-making and problem-solving skills

#### ***Technical:***

- Sound knowledge of the Staff Orders for the Public Service and the Public Service Regulations

- Knowledge of compensation and benefits administration
- Proficiency in Microsoft Office Suite

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management/Management Studies or equivalent
- Two (2) years relevant working experience;
- Training in Government of Jamaica Human Resource Management policies and practices would be an asset;
- Experience in the administration of the Performance Management Appraisal System would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 17<sup>th</sup> February, 2025 to:**

Clerk to the Houses  
Houses of Parliament  
Gordon House  
81 Duke Street  
Kingston

Email: [clerk@japarliament.gov.jm](mailto:clerk@japarliament.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**