



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 188**

### **OSC Ref. C. 6555<sup>18</sup>**

**28<sup>th</sup> May, 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 fill the following **vacant** posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Director, Human Resource Management (GMG/SEG 3) – Human Resource Management and Development Branch (Corporate Services Division)**, salary range \$5,198,035 – \$6,990,779 per annum.
2. **Records Officer 2 (PIDG/RIM 3) – Food Storage and Prevention of Infestation Division**, salary range \$2,190,302 - \$2,945,712 per annum

#### **1. Director, Human Resource Management (GMG/SEG 3)**

##### **Job Purpose**

Under the general direction of the Director, Human Resource Management and Development, the Director, Human Resource Management provides technical direction and advice on the Human Resource Management function, and serves as one of the advisors to the staff of the Ministry on Human Resource Management (HRM) issues.

The incumbent is required to plan, organize, develop and administer uniform Human Resource Management policies, procedures and programmes, as well as provide support and technical advice and decision making in the areas of Human Resource Management, Records Management and the relevant Government regulations.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Participates in the Ministry's Strategic Planning process and develops the HRM input of the Strategic Plan;
- Co-ordinates the development of Operational Plans and Budget for the Unit, and monitors the implementation of the Plan and Budget, to ensure that the Unit's work is carried out according to plan and within budget, and that the agreed targets are met;
- Develops, constantly reviews and revises relevant policies, internal work systems and procedures to assure consistent quality human resource and administrative services;
- Ensures that policies and procedures are appropriately documented and disseminated to staff;
- Provides professional advice/guidance to the MIIC staff in the interpretation and appreciation of HRM policies and procedures;
- Provides technical expertise to HR related issues;
- Represents the Ministry at meetings, conferences and HRM related forums;
- Chairs or serves as a member of various management committees to facilitate collective decision-making on critical management issues and/or provide technical advice.

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

**To manage/administer the implementation of the Human Resource policies in keeping with staff orders and approved regulations/guideline by the competent authorities:**

- Interprets and implements Government's HR policies;
- Ensures that new or revised policies are implemented by the staff and fully understood;
- Undertakes planning with section Heads to determine targets and goals for the activities of the Branch;
- Maintains network links with HR practitioners to keep abreast of new developments and best practices;
- Identifies areas where Human Resource improvements are needed and develops proposal to rectify same;
- Evaluates and approves for implementation, policy proposals submitted by staff at any level that will improve the efficiency and effectiveness of the Organization.

***To support the Manpower requirements of the Ministry of Industry, Investment and Commerce:***

- Recommends and interprets the Ministry's Recruitment and Termination policies;
- Matches current employees with the approved establishment and arranges to fill existing vacancies;
- Evaluates the effectiveness of present manpower in the Ministry and develops methods to effectively utilize available human resource;
- Co-ordinates the Human Resource requirements of the Ministry's programmes, including budgeting and planning;
- Plans/co-ordinates the interviewing processes;
- Sits on interviewing panel;
- Arranges for placement of new recruits and ensures that transfers are effected;
- Provides and administers appropriate selections tools;
- Seeks approval for contract in respect of staff recruited on a contractual basis;
- Ensures that payment of gratuity and terminal grants are in keeping with terms of contract.

***To direct the recruitment and retention of high calibre staff, that matches the requirements of the Organization:***

- Chairs the interview panel for recruitment of MIIC staff;
- Recommends and guides the development of the Ministry's Recruitment and Termination Policies;
- Ensures that fair and impartial disciplinary actions are taken and that policies and procedures are followed;
- Monitors the HR functions to ascertain the effects on the operations of the Division and makes recommendations for improvements.

***To monitor the operation of Staff Welfare Programmes:***

- Advises individual members of staff of all benefits for which he/she is eligible, in keeping with conditions of service of policy in force from time to time;
- Advises Heads of Sections on matters affecting staff welfare;
- Compiles list of persons whose careers have been inactive for more than five (5) years, in accordance with agreed guidelines for the Ministry's Career Counselling Programme;
- Collaborates with Public Sector Employees Assistance Programmes (PSEAP), Cabinet Office and conducts sessions with employees individually;
- Implements HR intervention strategies (Eg. Counselling, training and/or staff relations);
- Ensures that arrangements are made for medical examination of permanently appointed staff;
- Promotes and facilitates staff recreational activities.

***To ensure that the personnel record management systems and databases are updated and maintained:***

- Develops efficient and effective personnel records system, in collaboration with Director, Human Resource Management and Development and Records Officer;
- Ensures all rules and regulations which affect current staff are posted for their information.

***To lead and manage the Human Resource Management Unit in achieving its objectives:***

- Conducts periodic reviews of supervisees, in accordance with Work Plans;
- Conducts final assessments of supervisees, based on performance assessment criteria, and prepares Performance Reports;
- Develops and manages the performance of the Section and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively.

***To manage the operation of the Performance Management Appraisal System (PMAS):***

- Manages the PMAS process as it relates to staff benefits, appointment, promotion, etc.;
- Makes recommendations to the Human Resource Management Executive Committee for employment, terminations, promotions, acting appointments, transfers and retirement of staff;
- Receives employees complaints and offers guidance and counselling.

***To promote/enhance harmonious industrial relations climate:***

- Maintains good relations with unionized and non-unionized staff;
- Intervenes in negotiations in cases where there is deadlock;
- Initiates and develops strategic and tactical plans/programmes which will promote a healthy and proactive industrial relations climate;
- Ensures that industrial relations decisions are implemented in a timely manner.

**Human Resource:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Collaborates with the Human Resource Division, develops and implements a Succession Planning Programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- 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
- Good leadership skills
- Good time management skills
- Integrity
- Teamwork and co-operation
- Good customer service and interpersonal skills
- Good planning and organizing skills
- Good problem-solving and decision-making skills
- People Management skills
- Ability to impact and influence
- Proficiency in the use of relevant computer applications

**Technical:**

- Excellent knowledge of Government's Human Resource policies, regulations and procedures
- Sound knowledge of Staff Orders and Public Service regulations, policies and procedures
- Excellent knowledge of the principles and practices of human resources administration; including recruitment and selection, classification and compensation, job analysis, benefits administration, labour relations and training
- Knowledge of Programme Budgeting and Financial Management
- Ability to interpret policies, procedures, analyze complex problems and adopt effective course of action
- Knowledge of long-range planning concepts and principles
- Good knowledge of Labour Laws and Industrial Relations practices
- Proficiency in the use of relevant computer applications
- Methodical
- Change Management skills
- Project Management skills
- Conflict Management skills
- Analytical skills

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Business or Public Administration, Human Resource Management, Psychology, Industrial Relations, Political Science or a related field;
- Five (5) years progressively responsible experience administering the Human Resource functions of an organization;
- Master's level work in any of the above fields and Public Sector experience are desirable.

**Special Condition Associated with the Job**

- Traveling to various locations to perform work-related functions and/or attend meetings.

## **2. Records Officer 2 (PIDG/RIM 3)**

### **Job Purpose**

Under the direction of the Office Manager, the Records Officer 2 issues chemicals, equipment and stationery, and conducts stocktaking of furniture and equipment.

### **Key Responsibilities**

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

- Maintains store ledger(s);
- Cross-references ledger entries and goods received;
- Inventories newly acquired items and furniture and maintains inventory;
- Keeps store ledger up to date and issues chemicals, stationery and equipment;
- Collects goods from suppliers and loads and unloads vehicles;
- Checks prices and quality of goods;
- Processes goods and services ordered;
- Orders and processes goods and services for the smooth running of the Food Storage and Prevention of Infestation Division (FSPID);
- Conducts stocktaking to reflect stock balances;
- Issues stationery, chemicals and equipment;
- Performs any other related duties that may be assigned from time to time.

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

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

- Good interpersonal skills
- Good oral and written communication skills
- Good teamwork and co-operation skills
- Good customer and quality focus skills
- Good planning and organizing skills

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

- Sound knowledge of Inventory/Supplies Management
- Good knowledge of the operations of Government/Ministry's policies and procedures
- Good knowledge of the GOJ Procurement guidelines
- Sound knowledge of GOJ Records Management policies, procedures and practices
- Good accounting background
- Proficient in the relevant computer applications

### **Minimum Required Qualification and Experience**

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to Records Management and/or the area of operation;
- Five or more (5+) years' experience in the particular field.

### **Special Conditions Associated with the Job**

- Handles hazardous chemicals;
- May be required to work beyond normal working hours.

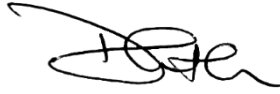
Applications accompanied by résumés should be submitted **no later than Tuesday, 10<sup>th</sup> June, 2025 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**