



## Office of the Services Commissions

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### **CIRCULAR No. 178** **OSC Ref. C. 6555<sup>15</sup>**

19<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 be assigned/to fill the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Human Resource Management Officer (GMG/SEG 2) (Not Vacant) - Human Resource Management and Development Branch**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Accounting Technician (FMG/AT 1) (Vacant) - Food Storage and Prevention of Infestation Division (FSPID)**, salary range \$1,711,060 - \$2,301,186 per annum.
3. **Secretary 2 (OPS/SS 2) (Vacant) - Human Resource Management and Development Branch**, salary range \$1,439,455 - \$1,935,907 per annum.

#### 1. **Senior Human Resource Management Officer (GMG/SEG 2)**

##### **Job Purpose**

Under the direct supervision of the Director, Human Resource Management, the Senior HR Management Officer is responsible for planning, organizing, directing and controlling the Human Resource management functions to ensure that the relevant Government policies and guidelines are complied with, and the Ministry is provided with qualified competent human resource.

The incumbent is also responsible for administering Employee Benefits in keeping with the Staff Orders and the Public Service Regulations in force, so as to ensure proper interpretation and equitable application of same.

##### **Key Responsibilities**

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

- Manages the day-to-day operations of the Human Resource Management Unit;
- Participates in the Ministry's/Unit's Strategic Planning Process;
- Directs and participates in the recruitment process;
- Manages the Manpower Planning process;
- Prepares and issues letters to financial institutions, Embassies and High Commissions to confirm employment status of members of staff;
- Provides counselling to members of staff on work related or personal matters/issues;
- Chairs/serves as member of Committees to facilitate collective decision making or provide technical advice;
- Represents the Unit at meetings, seminars, conference and workshops;
- Provides technical guidance and advice to Directors and members of staff on HR Management matters;
- Oversees the preparation and distribution of Vacation Leave Roster for each;
- Prepares and submits Annual, Quarterly and Monthly Status Reports on the activities of the Unit.

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

- Manages the engagement of contract officers and directs payment of benefits;
- Makes submission to the Ministry of Finance and the Public Service;
- Directs and monitors employee's benefits;
- Processes Pension benefits:
  - ✓ Prepares schedules of employees who are eligible for retirement and submits all relevant documents to the Office of the Services Commissions and Pension Branch;
  - ✓ Identifies and advises officers of their retirement;

- ✓ Prepares and issues retirement letters;
- ✓ Provides advice/guidance to retirees on the various benefits available to them and how to complete the various pension forms;
- ✓ Prepares and updates Period of Service Records;
- ✓ Computes and submits Pre-retirement Leave entitlement to the Ministry of Finance and the Public Service for verification;
- ✓ Provides updates to retirees about their pension;
- ✓ Keeps record of all Pension Advance and retirement benefits;
- ✓ Obtains information on Financial Status of prospective retirees from the Accounts Department;
- ✓ Prepares documents for the processing of retirement benefits for submission to the Pensions Branch;
- ✓ Researches information and prepares documentations for submission to the Pensions Branch, on matters relating to linkage of service;
- ✓ Submits to the Office of the Services Commission's recommendations for persons to be retired from the Public Service, officers to remain in office up to their sixtieth (60<sup>th</sup>) birthday;
- ✓ Provides counselling for officers proceeding on retirement;
- ✓ Seeks approval from the Office of the Services Commissions for persons to be retired from the Ministry and its Divisions;
- ✓ Computes leave eligibility for persons proceeding on pre-retirement leave and/or separation from the Ministry and its Divisions;
- ✓ Investigates queries made by pensioners and other agencies relating to the award of pension/gratuity to retirees;
- ✓ Prepares documentation to the Pensions Branch in respect of refund of Family Benefits;
- Processes recommendations to the Ministry of Finance and the Public Service and the Accountant General for the following loans:
  - Motor car loan
  - Miscellaneous loan
  - Computer loan
  - Financial Assistance
  - Motor Vehicle Insurance
  - Tertiary loan
- Verifies officers' eligibility for Motor Vehicle Loans and prepares submissions to the MOF&PS;
- Advises officers of the outcome of their applications for Motor Vehicle Loan;
- Prepares submissions to the Motor Vehicle Repair Loans Committee regarding applications from the Ministry and its Divisions, and submits supported applications to the Accountant General's Department for processing;
- Ensures that officers applying for various loans are eligible to receive same;
- Examines and checks for sound substantial reason for requesting various loans;
- Examines Pro-forma Invoice for completeness and authenticity;
- Compiles supporting documents to be submitted with recommendations and ensures they are forwarded;
- Liaises with Ministry of Finance and the Public Service, Cabinet Office and Accountant General to provide additional information required and to deal with complex request;
- Ensures the Salaries Unit is advised of approvals granted in order to facilitate deduction.
- Examines process and makes recommendations to the Ministry of Finance and the Public Service for the grant of duty concession;
- Manages and maintains the updating of Service Records for all employees of the Ministry and its Divisions;
- Compiles list and advises the Office of the Prime Minister of persons to be awarded Long Service Awards;
- Submits approval for the payment of Seniority Allowances;
- Submits recommendations to the relevant authority for the processing of Funeral Grants;
- Submits applications to the National Insurance Scheme (NIS) for processing of benefits/compensation for officers injured on the job;
- Liaises with the Attorney General's Department on matters relating to cases of injury on the job;
- Processes leave for specific levels of staff;
- Supervises and approves the computation of leave entitlement and accurate processing of leave;
- Advises members of staff of all benefits for which they are eligible to receive in keeping with condition of service policy;
- Advises all Heads of Division/Section/Unit on matters affecting staff welfare;
- Interprets and implements Government's policies related to staff benefits.

**Human Resource:**

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends corrective action, where necessary, to improve performance;
- Participates in the recruitment of staff for the Ministry/Division;
- Provides leadership and guidance to direct reports through effective planning, communication, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division;
- Reviews and evaluates performance evaluation Reports and makes recommendation for training;
- Ensures the welfare and development needs of staff 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;
- Ensures proper working conditions for employees;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication and presentation skills
- Good leadership skills
- Good time Management Skills
- Integrity
- Teamwork and co-operation
- Customer Service and Interpersonal Skills
- Good planning and organization skills
- Managing the Client interface
- People management
- Good problem-solving and decision-making skills
- Good analytical skills

**Technical:**

- Excellent knowledge of Government's Human Resource policies, regulation and procedures
- Sound knowledge of Staff Orders and Public Service regulations, policies and procedures
- Sound knowledge of Retirement Procedures
- Excellent knowledge of Human Resource Management practices
- Sound knowledge of Leave Administration
- Sound knowledge of Governments Benefits procedures
- Proficiency in the use of relevant computer applications
- Methodical
- Knowledge of programme budgeting

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Human Resource Management, Public Administration or equivalent;
- Five (5) years' experience in HR related functions.

**Special Conditions Associated with the Job**

- Will required to travel to various locations to perform work-related functions and/or attend meetings.

**2. Accounting Technician (FMG/AT 1)****Job Purpose**

Under the direction of the Accounting Technician 3, the incumbent will provide support to the operations of the Division, by ensuring that all matters relating to salaries and staff benefits are dealt with promptly; customers are updated on the status of their payments, and all accounting records are maintained according to financial procedures and regulations.

### **Key Responsibilities**

- Functions as a Cashier;
- Maintains Petty Cash Imprest;
- Checks and verifies all travel, subsistence and overtime claims for payment;
- Assists with dealing with discrepancies in relation to staff benefits/payments;
- Prepares receipts with regard to payments received, and mails receipts to customers for those received by mail;
- Submits lodgement to Head Office;
- Prepares payment vouchers for goods and services provided for the operation of the Division;
- Maintains records of accounts relating to above duties;
- Submits salary deductions and stop order requests from employees to Head Office/Payroll Unit;
- Performs any other related duties that may be assigned from time to time.

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

- Computer Literate
- Good knowledge of financial guidelines and regulations
- Good knowledge of financial records to be maintained
- Ability to communicate with staff members, clients and suppliers adequately or satisfactorily

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

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting Level 1; **or**
- Completion of first year in B.Sc. Degree in Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

### **3. Secretary 2 (OPS/SS 2)**

#### **Job Purpose**

Under the supervision of the Director, Human Resource Management, the incumbent is responsible for providing efficient secretarial support to the Human Resource Management and Development Branch.

### **Key Responsibilities**

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

- Assists other personnel as may be required, for the purpose of supporting them in the completion of their work activities.

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

- Types letters, memoranda, pension particulars, period of service records, staff lists, performance evaluation reports, vacation leave computations, personal data and various types of forms, as required;
- Receives telephone calls and conveys messages;
- Photocopies documents, as required;
- Records incoming and outgoing correspondence/files;
- Dispatches incoming and outgoing mail;
- Faxes correspondence to other Ministries and Departments;
- Types Minutes of meetings;
- Checks diary for meetings from time to time;
- Deputizes for other secretaries in their absence;

- Performs any other related duties that may be assigned from time to time.

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

- Good word processing skills
- Sound knowledge of computer applications
- Sound knowledge of office systems and procedures
- Excellent communication and interpersonal skills

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

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 2<sup>nd</sup> June, 2025 to:**

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

E-mail: [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.**



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