



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

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### **CIRCULAR No. 3**

### **OSC Ref. C.4515<sup>5</sup>**

**2<sup>nd</sup> January, 2026**

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 **vacant** post of **Human Resource Officer – Benefits (GMG/AM 4)** in the **Human Resource Department, Supreme Court**, salary range \$2,803,771 - \$3,770,761 per annum.

### **Job Purpose**

Under the direct supervision of the Senior Human Resource Officer, the Human Resource Officer is responsible for providing support in the various human resource functions, which include recruitment, benefits, leave administration and staff welfare, in accordance with the Government of Jamaica regulations that guidelines of the Human Resource Management practices.

### **Key Responsibilities**

- Processes leave applications, including Vacation, Departmental, Casual, No-Pay, Sick and Maternity, etc., for employees of the Supreme Court, in keeping with Public Sector policies procedures and guidelines;
- Conducts research to create listing of officers who have attained the age of retirement;
- Processes and submits request to Office of the Services Commission (OSC) for officers to be retired from the Public Service;
- Updates PEPAS System and submits retirement documents and information to PAU;
- Informs officers in writing when date of retirement has been set by OSC;
- Checks to ensure that the Leave Computation and Period of Service Records are correctly prepared and forwards to Ministry of Finance and the Public Service (Benefit Unit) for verification;
- Prepares Pension Particulars for submission to the Ministry of Finance and the Public Service (Pension Administration Unit);
- Prepares submission for the request of Family Benefits Refund/Funeral Grant to the Ministry of Finance and the Public Service, on behalf of officers;
- Liaises with the Human Resource Management and Administration Division of Court Administration Division, to facilitate participation in the pension seminars, for officers nearing the age of retirement;
- Reviews, researches and processes files for terminal benefits;
- Prepares annual Leave Rosters for Divisions/Units;
- Monitors and audits Attendance Registers of all Divisions in the Supreme Court;
- Prepares and maintains Attendance and Punctuality Reports of all Divisions in the Supreme Court;
- Prepares letters to staff informing them of punctuality and attendance issues, in accordance with established standards;
- Participates in the recruitment and selection of staff up to the GMG/AM 4 level;
- Assists with the shortlisting of candidates and participates in the interviews process for the assigned levels/grades;
- Provides advice on Human Resource related matters to the Court staff;
- Co-ordinates and administers the benefits processed for all staff (Study Leave, Health Insurance, Computer Loan, Tertiary Loan, Miscellaneous), by submitting to the Ministry of Finance and the Public Service and the Court Administration Division (CAD);
- Processes and forwards applications of Miscellaneous, Motor Vehicle and Computer Loans, Duty Concession, Salary Advance and other relevant loan, to CAD;

- Submits all request for training and development to the Training Officer at the Court Administration Division;
- Contributes to the establishment of an environment climate that is conducive to motivating staff and ultimately enhances productivity;
- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Recommends and administers welfare activities on a quarterly and yearly basis;
- Develops and updates Individual Work Plan, in alignment with the Department's Strategic direction;
- Participates in the development of the Divisional Plan.

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

#### **Core:**

- Knowledge of GOJ leave management/administration process
- Knowledge of the Public Service Regulations, Pensions Act and the Staff Orders for the Public Service
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to use initiative and manage own time
- Ability to analyse and solve problems
- Ability to work in a team
- Excellent customer service and interpersonal relation skills
- Excellent time management and organizing skills

#### **Technical:**

- Sound knowledge of Human Resource principles and practices
- Good knowledge of the Organization's policies, procedures and mandate
- Good oral and written communication and presentation skills
- Proficient in the use of relevant computer applications

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

- Bachelor of Science Degree in Human Resource Management/Business Administration or any related Social Science Degree, with one (1) year's related experience in a similar environment;

**OR**

- Associate of Science Degree in Human Resource Management/Business Administration or related area, with three (3) years working experience, two (2) years of which should be in the Human Resource environment.

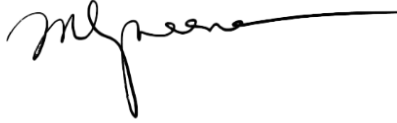
Applications accompanied by résumés should be submitted **no later than Thursday, 15<sup>th</sup> January, 2026, to:**

**Senior Human Resource Officer  
Supreme Court  
Public Building East  
King Street**

**Email: [hrd@jamaicajudiciary.gov.jm](mailto:hrd@jamaicajudiciary.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 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**