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CIRCULAR No. 86
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23rd February, 2023

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/be assigned to the following posts in the **Post and Telecommunications Department:**

Human Resource Officer (Occupational Health and Safety) (GMG/AM 4) (Vacant), salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

The Human Resource Officer (Occupational Health and Safety) (GMG/AM 4) ensures the general welfare of the staff by administering the Department's Wellness Programme. The incumbent also organizes social and community activities.

Key Responsibilities

Administrative/Managerial:

- Prepares Individual Work Plan;
- Represents the Department at meetings, conferences and other fora as directed.
- Prepares status and other reports;
- Provides administrative support in respect of welfare and Occupational Health and Safety matters;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Co-ordinates and monitors all staff welfare programmes;
- Processes payments from Welfare Fund to members;
- Co-ordinates counselling for staff by liaising with the Employee Assistance Programme or other relevant Agencies;
- Co-ordinates with the Human Resource Development Section to educate all employees on health matters and work-life balance practices by way of workshops, seminars and one on one discussions;
- Co-ordinates with external parties, forums, or presentations on Health, Safety, Disaster Management and other current issues for staff;
- Co-ordinates health, welfare and social activities for the Department;

- Participates in the implementation of the Department's Hurricane Plan;
- Makes home and hospital visits for staff who are ailing
- Co-ordinates the use of the Department's Bus for attendance at funerals and other social activities;
- Liaises with medical practitioners regarding mentally ill staff;
- Organizes Safety Warden simulation exercises island-wide and mobilizes teams in case of an emergency;
- Assists in coordinating the establishment of a Welfare Committee
- Serves as a member of the Occupational Health and Safety Committee;
- Manages the collection and distribution of Thermo Luminescence Dosimetry (TLD) badges;
- Co-ordinates the distribution of first aid items for the Department;
- Conveys condolences to staff regarding the passing of their relatives and other staff;
- Assists with developing and implementing health and safety policies;
- Conducts inspections and reports hazards or defects that require rectification;
- Maintains an Accident Log, investigates accidents and recommends improvements in safety standards if required;

- Co-ordinates with the relevant stakeholders, training/sensitization for staff in occupational safety (issues, protective clothing and equipment) where necessary;
- Acts as a key point of contact for staff with queries or concerns regarding the safety of the workplace;
- Processes injury on the job requests by:-
 - ✓ Gathering the relevant information regarding the incident
 - ✓ Submitting a report to the Postmaster General for the treatment of leave and the Attorney General's ruling regarding reimbursement
 - ✓ Submitting claim forms to National Insurance as required; and
 - ✓ Submitting claims to the Attorney General for reimbursement of funds expended.
- Other:**
- Performs any other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of Occupational health and safety practices
- Microsoft Office Suite or relevant computer applications
- Good planning, organizing and co-ordinating skills
- Good customer service and interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work on own initiative and with a team

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Special Conditions Associated with the Job


- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th March, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston
Email: hrunit@jamaicapost.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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**
