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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**:

Senior Human Resource Development Officer (GMG/SEG 1) (Vacant), salary range \$2,735,387 - \$3,678,791 per annum.

Job Purpose

The Senior Human Resource Development Officer (GMG/SEG 1) assists in managing all the functions and general operations of the Human Resource Development Section. The incumbent is also responsible for coordinating and evaluating the training functions, delivering training and managing the training needs information/data.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRD's Unit Plan;
- Develops Individual Work Plan;
- Oversees the operations of the Section in the absence of the Director, Human Resource Development;
- Prepares and submits activity/performance and other reports as directed;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery;
- Assists in the effective management of the Computer Lab and Training Room.

Technical:

- Develops and administers training needs surveys, analyses the findings and makes recommendations;
- Contributes towards the development of the Training Plan and Budget for the Department;
- Participates in the implementation and monitoring of the Training Plan;
- Contributes to the development, implementation and review of the Training and Development Policy for the Department;
- Prepares submissions for Study Leave including Day Release to the Human Resource Executive Committee (HREC);
- Processes staff requests for time-off to pursue studies;
- Develops training manuals and other training tools;
- Develops and maintains an effective training database for the Department;
- Develops and maintains a database of training providers and resource personnel;
- Contributes to the development and implementation of a Career Planning and Counselling Programme for the Department;
- Provides advice to staff as it relates to career and professional development;
- Plans, organizes and delivers in-house training courses in collaboration with Heads of Divisions/Branches and Units;
- Liaises and participates in the selection of appropriate training institutions/providers or adjunct facilitators to secure appropriate training interventions;

- Contributes to the development and implementation of strategies to evaluate the impact of training programmes on job performance;
- Contributes to the establishment and implementation of an Employee Development Programme, which provides opportunities for maximizing the potential of employees.
- Assists with the development and management of an Orientation Programme for all staff of the Department;
- Assists with developing and implementing Human Resource Development and Management policies;
- Participates in designing, administering and evaluating test instruments as part of the assessment process in the recruitment of new employees and for acting assignments;
- Plans and supervises the layout of Lecture Rooms;
- Disseminates information to staff on training programmes, fellowships and scholarships;
- Monitors the expenditure of funds for refreshments;
- Follows-up to ensure that payments are made for goods and services engaged;
- Processes requests for training.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other:

- Serves on designated Committees in the Department;
- Performs 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 GoJ's Budget Management process
- Knowledge of current trends in Human Resource and career development
- Knowledge of Curriculum and Programme Development
- Knowledge of Andragogy
- Knowledge of Research and data analysis techniques
- Knowledge of Conducting Training Needs Analysis
- Knowledge of Training evaluation techniques
- Knowledge of Current property management practices
- Microsoft Office Suite or relevant computer applications
- Good planning, organizing and coordinating 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 or Development, Management Studies, Business Administration, Public Administration, Psychology, Education and Training or related discipline from a recognized tertiary institution;
- Three (3) years working experience in Human Resource development or training, preferably in the Public Sector, in an organization of similar size and complexity;
- Professional training in the design and delivery of training programmes or related field.

Special Condition Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions;

- Required to travel island wide;
- May be required to travel overseas.

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**
