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CIRCULAR No. 86
OSC Ref. C. 6222¹⁰

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 Officer (Leave) (GMG/AM 3) (1 vacant and 2 Not Vacant), salary range \$1,753,837 - \$2,358,715 per annum.

Job Purpose

The Assistant Human Resource Officer (Leave) is responsible for providing administrative support by processing all leave applications and maintaining Leave Records.

Key Responsibilities

Administrative:

- Prepares Individual Work Plan;
- Prepares status and other reports;
- Attends meetings, conferences and other fora as required;
- Keeps staff abreast of Human Resource policies and regulations.

Technical:

- Computes and processes all types of leave; prepares leave records and approval/non-approval letters;
- Ensures that leave records are kept up-to-date and are easily retrievable;
- Provides advice to managers and staff on all types of leave;
- Checks and responds to staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to staff regarding their maximum of Vacation Leave eligibility;
- Prepares Departmental and Vacation Leave Rosters;
- Monitors Attendance Registers by updating and drawing red lines daily to indicate Officer's unpunctuality;
- Prepares leave information to support submissions (accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, Study and No-pay Leave) for Human Resource Committee meetings;
- Prepares final leave computations for transfers, resignation and retirement for submission to the relevant stakeholders for continued use, verification and payment as required.

Required Knowledge, Skills and Competencies

- Knowledge of The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD service
- Good knowledge of Government of Jamaica leave administration practices
- Good oral and written communication skills
- Good planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience


- Associate Degree in Human Resource Management, Business Administration 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.

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**
