



Office of the Services Commissions
(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

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 (Recruitment and Contract Administration) (GMG/SEG 1) (Vacant), salary range \$2,735,387 - \$3,678,791 per annum.

Job Purpose

The Senior Human Resource Officer, Recruitment and Contract Administration is responsible for the management and administration of recruitment and selection and contract administration activities for the Department's Postal Agents, Courtesy Officers and other staff engaged contracts. The incumbent will also execute contract administration activities for the Postal Corporation of Jamaica.

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 Human Resource Management's Section Plan;
- Prepares Individual Work Plan;
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in strategic staffing and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical/Professional:

- Participates in the development and implementation of the Department's Recruitment and Selection Programme;
- Participates in the Department's Orientation Programme;
- Advises Postal Agents, Courtesy Officers and other Contract Staff on human resource policies and procedures;
- Computes and processes all types of leave; prepares Leave Records and approval/non approval letters for Postal Agents, Courtesy Officers and other Contract Staff;
- Ensures that the Leave Records for the Postal Agents, Courtesy Officers and other Contract Staff are kept up-to-date and are easily retrievable;
- Checks and responds to Postal Agents, Courtesy Officers and other Contract Staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to Postal Agents, Courtesy Officers and other Contract Staff regarding their maximum of Vacation Leave eligibility;
- Prepares final leave computations in respect of Postal Agents, Courtesy Officers and Contract Staff for resignation for submission to the relevant stakeholders for verification and payment as required;
- Collaborates with Regional Managers to co-ordinate and participate in the recruitment and selection of Postal Agents, Courtesy Officers and other Contract Staff by:-
 - ✓ Developing and maintaining of a Recruitment and Selection Schedule for each category
 - ✓ Preparing and referring advertisements to the Director, Human Resource Management and Development (HRMD) for reviewing and circulating approved document to the Office of the Services Commissions (OSC) or other medium for appropriate action
 - ✓ Preparing letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates

- ✓ Verifying the authenticity of employments documents submitted by candidates ✓ Ensuring the coordination of activities for Assessment Centres such as ensuring logistics arrangements (meeting room, refreshment, online platforms, etc.) and participants are properly notified
- ✓ Ensuring the preparation of interview assessment sheets and packages for panel members
- ✓ Serving as interview panellists
- ✓ Liaising with candidates and informing them of date and time of interviews as well as providing them with the relevant information to facilitate easy access to the interview
- ✓ Tallying results from interviews and assessment centres and submitting final report to the Director, HRMD for review and directives on next steps
- ✓ Requesting Referee Reports and following-up with requests
- ✓ Submitting requests to Jamaica Constabulary Force for vetting/background checks to be conducted on prospective employees
- Prepares submissions for the employment of successful candidates to the Human Resource Executive Committee (HREC) for consideration;
- Prepares correspondence to seek approval for contractual engagements from the Ministry of Finance and the Public Service;
- Prepares employment contracts for submission to the Legal Officer for review and finalization;
- Ensures that employment contracts are properly signed and witnessed;
- Processes requests for gratuity payments;
- Coordinates and conducts Exit Interviews;
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Assists with the recruitment and selection of other categories of staff within the Department.

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 services
- Knowledge of Government of Jamaica recruitment and selection practices
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizational skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in human resource management, preferably in the Public Sector, in an organization 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**

