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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 Officer (GMG/SEG 1) (Not Vacant), salary range \$2,735,387 - \$3,678,791 per annum.

Job Purpose

The Senior Human Resource Officer - Benefits is responsible for managing the administration of pensions, leave, loans, allowances and related benefits for the Department.

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 HRM's Unit Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Benefits Section to consistently provide a high level of service to clients;
- 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 Pensions and Benefits Administration and make recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical:

- Provides advice to staff on all types of available benefits, leave and pension matters;
- Ensures the effective administration of benefits, leave and pension processes;
- Reviews and signs approval/non-approval letters for benefits;
- Reviews computed leave and signs approval/non-approval letters;
- Oversees the development and maintenance of a Travelling Officers' Database to manage the submission of Motor Vehicle Documents;
- Verifies Travelling Claims in keeping with motor vehicle documents for submission to the Finance and Accounts Division for payment;
- Processes requests to use motor vehicle to perform official duties;
- Reviews as well as prepares Submissions (Seniority Allowance, qualification increment, tuition refund, accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, and no-pay leave) to the Human Resource Committee (HRC) Meetings for consideration;
- Participates in orienting new staff on available Government Benefits;
- Co-ordinates in collaboration with stakeholders the processing of Long Service Awards;
- Verifies and ensures the circulation of notices to staff regarding their maximum of Vacation Leave eligibility;
- Verifies Departmental and Vacation Leave Rosters prepared for circulation;
- Ensures the maintenance and monitoring of a Retirement Schedule for the Department so that officers are made aware of their retirement date and the documents they are required to submit to process their retirement;
- Ensures that the necessary steps are taken to have final Vacation Leave Computations and Period of Service Records prepared;

- Reviews and submits final Leave Computations for transfers, resignation and retirement to the Internal Audit Unit and the MOFPS for verification respectively;
- Reviews as well as prepares retirement (normal age) submissions to the Human Resource Executive Committee (HREC) for consideration;
- Reviews as well as prepares retirement (early retirement, medical grounds, public interest, and abolition of post) submissions to the Office of the Services Commissions (OSC) for consideration;
- Ensures the processing of pensions and other related benefits through the maintenance of the Public Employee's Pension Administration System (PEPAS).

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;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good 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
- Good Knowledge of Current trends in human resource management techniques and practices
- Good knowledge of Pensions (Public Service) Act, 2017
- Good knowledge of Government Employees' (Compassionate Gratuities) Resolution, 1947
- Good knowledge of Government benefits and pension administration processes
- Good oral and written communication skills
- Good planning and organizational skills
- Good Leadership and change management
- Good Interpersonal skills

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**
