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6th June, 2018

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 **Court Management Services (CMS)**:

1. **Chief Internal Auditor (FMG/AS 5) – Internal Audit Unit – (Vacant)**, salary range \$3,798,856 – \$4,515,646 per annum and any allowance(s) attached to the post.
2. **Chief Court Administrator (GMG/CAS 3) – Adjudication of Cases, Supreme Court – (Not Vacant)**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.
3. **Senior Human Resource Officer (GMG/SEG 2) – Human Resource Management and Administration Division – (Vacant)**, salary range \$1,852,947 – \$2,202,571 per annum and any allowance(s) attached to the post.
4. **Performance Appraisal System (PMAS) Officer (GMG/SEG 1) – Human Resource Management and Administration Division – (Not Vacant)**, salary range \$1,444,292 – \$1,716,809 per annum and any allowance(s) attached to the post.

1. **Chief Internal Auditor (FMG/AS 5)**

Job Purpose

Under the direction of the Principal Executive Officer, the Chief Internal Auditor (FMG/AS 5) is to ensure that Government's policies and procedures are adhered to and internal controls are adequate to maintain the integrity of the Court Management Services' operations.

Key Responsibilities

Management/Administrative:

- Provides technical advice to the Principal Executive Officer, Divisional Heads and other relevant personnel on audit and regulatory matter;
- Provides advice on Risk Management issues including matter related to the operations of the CMS;
- Advises the Principal Executive Officer on the need for special studies to investigate deviation from established procedures and operational inefficiencies;
- Participates in the development of the strategic direction of the CMS;
- Leads the development and implementation of the Division's Budget, Corporate, Operational and Work Plans;
- Implements and maintains Government policies and procedures to guide the operation of the Division;
- Facilitates the administration of the Audit Committee and contributes to the continuous improvement of the Audit process within the CMS;
- Provides advice and guidance to the Audit Committee;
- Represents the CMS at meetings, conferences and other functions.

Technical/Professional:

- Develops Work Plans in consultation with the Heads of Department, Agencies and Audit team;
- Develops one year Audit plans in consultation with Audit Team Leaders to include the priority level of each assignment, time scheduled and the deployment of staff;

- Manages the process for the review of organizational activities in order to determine its compliance with legislative and policy parameters;
- Manages the process for the review of the operational effectiveness and efficiency of programmes and activities carried out by the CMS;
- Reviews and validates the Working Papers of all audits undertaken by the Internal Auditors;
- Reviews Audits Reports and makes recommendations for changes in processes and procedures;
- Monitors audit finding and makes recommendations to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;
- Liaises with the Auditor General to develop an agreed Auditing standards and procedures;

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goal;
- Participates in the recruitment of staff for the Division and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- In collaboration with the Human Resource Department, develops and implements a Succession Planning programme for the Division to facilitate continuity and the availability of required skills and competencies to meet the need of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Ministry's goal.

Required knowledge, Skills and Competencies

Core:

- Excellent presentation, oral and written communication skills
- Excellent planning and organizing skills
- Excellent analytical and problem solving skills
- Excellent interpersonal skills
- Ability to lead and work in team

Technical:

- Excellent knowledge of the organization's policies and procedures
- Excellent knowledge of auditing standards and procedures including value for money audit
- Working knowledge of relevant computer applications
- Excellent customer service skills

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics or;
- ACCA Fundamentals or equivalent;
- Over six (6) years Auditing experience and relevant experience in the specialized area.
- Successful completion of relevant Government Auditing courses and Professional Audit Training would be an asset.

2. Chief Court Administrator (GMG/CAS 3)

Job Purpose

Under the direct supervision of the Director, Court Management Support Services and in consultation with the Registrars, the incumbent will be required to manage the administrative processes of the Supreme Court and to supervise the general maintenance of the Courts' facilities including its equipment and provision of office services.

Key Responsibilities

Management/Administrative:

- Prepares Annual Budget for the Unit and monitors the implementation of the budget to ensure that the Unit's work is carried out within budget;
- Participates in meeting, conferences and other forum on behalf of the Supreme Court;
- Prepares quarterly and annual reports.

Technical/Professional:

- In consultation with the Registrars of the Supreme Court, develops and implements systems to improve case tracking, docket and records management;
- Supervises the Court Administrators, and the Assistant Office Manager;
- Supervises the Accountant ensuring that there is full compliance with the provisions of the Financial, Administrative and Audit (FAA) Act and other financial regulations, with specific reference to control over collection, distribution and lodgment of all monies coming into the Court. Additionally he/she is required to:
 - Verify entries in the accounting ledgers
 - Certify claims for re-imbusement of stamp, Petty Cash and Maintenance Imprest
 - Cosign lodgment form;
- Supervises the general maintenance of the Supreme Court, its equipment and provision of office services;
- Procures goods and services for the Court;
- Ensures that all office machines and equipment are functional and properly maintained;
- Develops strategies to eliminate waste and to facilitate more effective utilization of resources;
- Facilitates the exchange of good practice and enhances supervisory and management skills and capabilities by developing, identifying related training courses/seminars for staff of the Court;
- Monitors the implementation of customer service standards;
- Responds to audit queries as directed;
- Performs special projects and assignments as directed by the Director, Court Management Support Services;
- Provides procedural advice to internal and external clients and the general public;
- Advises the public on the proper use of the Courts' facilities.

Human Resource:

- Recommends applications for Leave (Study, Day Release, vacation and No-pay) for direct reports;
- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

Core:

- Excellent decision-making, analytical and problem-solving skills
- Excellent organizational and planning skills
- Excellent time management skills
- Good oral & written communication skills
- Good customer relations and interpersonal relationship building skills
- Ability to lead and manage teams and projects
- Ability to use Initiative
- Ability to work in a methodical manner
- Ability to exercise a high level of Integrity and confidentiality

Technical:

- Excellent knowledge and understanding of the Court procedures/operations service
- Excellent knowledge and understanding of the Staff Orders, Public Sector Regulations and other related Government of Jamaica's policies and procedures
- Good knowledge of Accounting principles and practices
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or equivalent qualification from an accredited Institution with five (5) years' experience in related field;
- Supervisory Management is an asset.

3. Senior Human Resource Officer (GMG/SEG 2)

Job Purpose

Under the supervision of the Director, Human Resource Management (GMG/SEG 3), the Senior Human Resource Officer (GMG/SEG 2) is to support the Human Resource needs of the Court Management Services and the Courts with a view to achieving organizational efficiency and effectiveness in accordance with the Vision and Mission of CMS and in keeping with the Government of Jamaica's Human Resource policies and regulations.

Key Responsibilities

Management/Administrative:

- Participates in the preparation of the Operational Plan for the Unit and monitors the implementation of this plan to ensure that the Unit's work is carried out according to plan and within budget;
- Participates in meetings, conferences and other fora on behalf of the Supreme Court.

Technical/Professional:

- Administers the Human Resources policies and procedures in keeping with the Staff Order and Public Service Regulations;
- Assesses the Organization's manpower requirement in order to meet the needs of the organization;
- Handles the recruitment and selection of staff for assign levels;
- Processes and advises relevant officers, internal and external Departments on officers' employment status (e.g. resignation, termination, retirement and benefits);
- Co-ordinates and monitors the appointment and promotion process of staff;
- Participates in the orientation of new recruits;
- Advises staff on issues, including Performance Appraisal, promotion, disciplinary procedures, punctuality, pensions and benefits;
- Monitors the processing and approval of all leave applications, including Vacation, Departmental, Casual, No-Pay, Sick and Maternity, for employees of the Judiciary and CMS in keeping with Public Sector policies, procedures and guidelines;
- Maintains an up-to-date Staff List and Human Resource records for all staff of the Judiciary and CMS;
- Implements HR intervention strategies e.g. Counseling, training and/or staff rotation;
- Ensures that arrangements for medical examination of permanently appointed staff members are made;
- Provides guidance, mentorship, counselling and coaching to the general staff;
- Partners with the Training and Development Unit to make arrangements for training and developmental needs for direct reports;
- Prepares Monthly and Quarterly Reports and submits to the Senior Director, Human Resource Management, CMS;
- Keeps abreast of best practices in the Human Resource Management field.

Human Resource:

- Recommends applications for Leave (Study, Day Release, Vacation and No-pay) for direct reports;

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Required Knowledge, Skills and Competencies

Technical:

- Excellent knowledge and understanding of the Staff Orders, Public Sector Regulations and other related Government of Jamaica's policies and procedures
- Sound knowledge and understanding of the Human Resource Management principles and practices
- Proficiency in the use of relevant computer applications

Core:

- Good decision-making, analytical and problem-solving skills
- Good organizational and planning skills
- Good oral and written communication skills
- Good time management skills
- Good customer relations and interpersonal relationship building skills
- Ability to lead and manage teams and projects
- Ability to use initiative
- Ability to work in a methodical manner
- Ability to exercise a high level of integrity and confidentiality

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or equivalent qualification from an accredited Institution with four (4) years' experience in related field;
- Supervisory Management is an asset.

4. Performance Appraisal System (PMAS) Officer (GMG/SEG 1)

Job Purpose

Under the broad supervision of the Director, Human Resource Management (GMG/SEG 3), the Performance Management and Appraisal System (PMAS) Officer (GMG/SEG 1), plans and undertakes by working with and through colleagues, other managers, supervisors and staff, the activities necessary to support the development, implementation, maintenance and monitoring of the Performance Management and Appraisal System (PMAS) within the Judiciary and the CMS.

Key Responsibilities

Management/Administrative:

- Participates in the Corporate and Operational Planning activities of CMS to gain a full understanding of the Mission and Objectives of the Judiciary;
- Advises staff of the timetable for PMAS related activities over a given financial year;
- Prepares comprehensive PMAS compliance reports for the EPMAT;
- Maintains current register of employees, their appraising managers and reviewing managers
- Distributes PMAS manuals, handbooks, templates, policies and procedures required to operate with the system to all members of staff;
- Ensures that Individual Work Plans are received for all relevant staff members in a timely manner;

- Monitors compliance with the conduct of Interim Evaluations and provides guidance as necessary;
- Monitors the submission of Annual Performance Appraisal documents for all relevant staff members;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Monitors the implementation of development plans as an important aspect of performance management;
- Ensures that Performance Appraisal records are properly maintained;
- Maintains a confidential register of performance ratings and applicable pay awards/sanctions;
- Extracts required employee records for the audit of the system and provides other support as required for the post implementation evaluation of the system;
- Prepares Confidential Summary PMAS report on appraisal results for identified authorized users;
- Prepares Confidential Detailed PMAS report on appraisal results for identified authorized users;
- Prepares PMAS status reports for the EPMAT and the PMIT monthly and/or as otherwise required;
- Prepares Special PMAS related reports as required.

Recognition and Award:

- Ensures that staff eligible for an increment/award are identified and the relevant HR Officers and payroll notified in good time;
- Participates in the work of the Internal Recognition and Reward Committee to provide support to the process of determining eligibility for recognition and reward;
- Provides guidance to managers on giving recognition and rewards at the Divisional or Unit level;
- Co-ordinates the arrangement of recognition and rewards activities/events at the corporate level.

Technical/Professional:

- Leads the development of Unit and Individual Work Plans for the Divisions of CMS and the Courts;
- Develop the Change Management Plan to guide the implementation of PMAS;
- Develop action plan for the implementation of PMAS in the Courts;
- Circulates current PMAS documents (manuals, handbooks, templates, policies, procedures) to all members of staff (CMS);
- Engages the Managers and Supervisors in planning the implementation of PMAS in the Courts and CMS;
- Conducts PMAS Sensitization Sessions in CMS and the Courts island wide;
- Conducts PMAS Orientation Session for new members of staff and participates in the organization's Induction Sessions;
- Develops and disseminates PMAS communication to all members of staff (reminders, notices etc.);
- Develops customized PMAS materials for Employee Orientation Sessions in the Courts and CMS;
- Provides guidance to the HRM Unit in conducting their PMAS Interim Evaluation and Feedback Sessions;
- Provides technical assistance to line managers and staff in the development of Unit and Individual Work Plans;
- Develops and executes PMAS related change management initiatives in collaboration with other Human Resource colleagues, the EPMAT, managers and supervisors;
- Develops and ensures approval of Output Focused Job Descriptions for required posts;
- Provides training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Assists in the development of Standard Operating Procedures for the Human Resource Management Division.

Required Knowledge, Skills and Competencies

Technical:

- Comprehensive and sound knowledge of the PMAS as established in the Guidelines issues by the Office of the Cabinet
- Proficient use of computer applications (Word, PowerPoint, Excel)
- Good presentation skills

- Good coaching skills
- Good change management skills

Core:

- Strong impact and influence skills
- Sound analytical thinking
- Results oriented
- Strong customer orientation
- Effective problem solving skills
- Effective oral and written communication skills
- Strong interpersonal skills
- Personal and professional integrity

Minimum Required Qualification and Experience

- First Degree in Management, Human Resource Management or equivalent qualifications;
- Three (3) years' experience at a supervisory level in a Human Resource Management or business planning environment;
- Training in the operation of the Government of Jamaica's Guidelines for the Performance Management and Appraisal System would be a distinct asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th June, 2018 to:**

**Senior Director
Human Resource Management and Administration
Court Management Services
The Towers
25 Dominica Drive
Kingston 5**

Please note that only short listed 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 (acting)**