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**CIRCULAR No. 123**  
**OSC Ref. C.6274<sup>6</sup>**

**11<sup>th</sup> May, 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 be assigned to the post of **Director, Human Resource Management and Administration (GMG/SEG 3) – (Not Vacant)** in the **Human Resource Management and Administration Department, Office of the Director of Public Prosecutions**, salary range \$2,246,451 - \$2,670,325 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Director of Public Prosecutions (DPP), the incumbent will be responsible for managing the recruitment, selection, promotion and internal movement of staff. The incumbent will manage leave, service records and process/submit documents for retirement, death gratuity and refund of family benefits. The incumbent will be responsible for interpreting, providing technical advice and guidance and administering government policies, regulations and guidelines as it regards the management of the human resource and administration. Support will also be provided to Senior Deputy Directors of Public Prosecutions, Deputy Directors of Public Prosecutions and Office Manager to enable them to carry out their Human Resource Management functions.

### **Key Responsibilities**

#### **Technical/Professional:**

- Develops corporate/business and operational plan and budget for the Office; monitors the implementation of the Unit's Operational/Work Plan;
- Develops Human Resource Management policies for the Office of the Director of Public Prosecutions, reviews and recommends amendments to the human resource management policies and strategies based on the impact of implementation and ensures their alignment with the Offices' strategic objectives and best practices; developed appropriate communication mechanisms for the dissemination of policy to all relevant staff;
- Develops the succession plan for key posts identified in collaboration with the DPP and line managers; collaborates with the Director PMAS to ensure that the performance management process supports the identification of staff career aspirations; monitors the individual development plans of identified persons in the succession plan and collaborates with the DPP as to the necessary steps to be taken;
- Collaborates with the DPP and Executive Management team in the development and implantation of the comprehensive training plan to meet the needs of the Office in achieving its goals and objectives;
- Participates in the development and maintenance of a competency framework for the Office that captures the core and technical competencies of each occupational group required for the achievement of the Strategic Objectives of the Office; ensures that the competency framework is compatible with the culture of the organization;
- Establishes a database of recruitment sources that is capable of providing potential employees at all levels of the organization; evaluates recruitment channels and instruments to determine effectiveness;
- Manages and administers (when necessary) the recruitment, promotion and separation process for the Office and the projects that fall under the purview; prepares and submits to the Ministry of Finance and the Public Service (MoFPS) contracts for employment and other related documents for the approval;
- Ensures the promotion process is transparent and complies with the Staff Orders and the Public Service Regulations; ensures that an effective communication mechanism exists and is utilized in the advertisement of all opportunities for promotion;

- Promotes policies/practices/procedures/programmes that support attraction and retention of new recruits and staff who possesses the ability to accomplish the Office's objectives;
- Participates in the development and implementation of a succession policy and plan for the Office to ensure continuity of and to build key and critical competencies of the executive leadership in collaboration with the DPP;
- Periodically reviews and analyses the Office's structure and manpower needs and makes recommendations for adjustment to the Ministry's structure and manpower where necessary;
- Designs and administers the use of appropriate tools to facilitate exit interviews; analyses information received from interviews and provide feedback to DPP, Senior and Middle managers and the Ministry of Justice; also use data to inform operational and strategic Human Resource decisions;
- Establishes effective working relationship with Senior and Middle managers to learn more about the role and function of the Office in order to provide appropriate advice on issues within the span of control; collaborates with DPP and line managers in the identification of scarce skills and critical competencies necessary to achieve the Office's strategic objectives;
- Keeps abreast of current and emerging HR trends and best practices and utilizes them for continuous improvement of the services provided by the Unit and the overall improvement of human capital development with the Office;
- Operates as subject matter expert and provides advice to the executive management and middle managers on matters relating to areas within the span of control;
- Undertakes planning with middle management staff and necessary stakeholders to determine targets and goals for the Office;
- Liaises with the MIS Division in ensuring that new systems take optimal advantage of opportunities provided by technology;
- Collaborates with the Director of Performance Management and Appraisals System (PMAS) to identify the gaps between where the organisation is in relation to where the organization needs to be;
- Provides accurate and appropriate advice to the DPP on all industrial relations and staff welfare health and wellbeing issues;
- Provides direction in the development/revision of employee welfare and benefits programmes; develops and utilizes appropriate tools/matrices to evaluate the effectiveness of employee welfare activities;
- Submits request for health plans to the Ministry of Justice for processing;
- Prepares and submits Quarterly Performance Reports for submission to the Ministry of Justice;
- Represents the Office at meetings/conferences and other fora as required.

***Management/Administrative:***

- Ensures that the work of the section is properly documented;
- Ensures that the staff adheres to the general rules and guidelines of the Staff Orders;
- Ensures that the guidelines of the Procurement Procedures are adhere to;
- Manages the budget and maintenance imprest provided by the Ministry of Finance and the Public Service/Ministry of Justice;
- Ensures general office management.

***Human Resource Management:***

- Oversees and participates in the reviews and evaluations of the work of administrative and ancillary staff members annually and submit to Ministry of Justice for payments;
- Ensures that reviews and evaluations of work is done annually for legal staff and submit to Ministry of Justice for payments;
- Reviews and appraises performance of direct reports;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;

**Required Knowledge, Skills and Competencies**

***Core:***

- Integrity and confidentiality
- Ability to exercise sound judgment and conviction of purpose in unfavorable/unpopular situations
- Strong customer orientation skills
- The ability to priorities amongst competing demands
- Excellent Interpersonal skills
- The ability to motivate and influence others
- Ability to think and act strategically across a range of functions
- Strong leadership skills

- Sound oral and written communication skills
- Excellent critical thinking, analytical and problems solving skills
- Ability to understand the impact of policy changes on human resource management.

**Technical:**

- Knowledge of government recruitment, promotion and separation practices
- Practical knowledge of the applied use of information technology and productivity software, such as Microsoft Office, Excel

**Minimum Required Qualification and Experience**

- First Degree in Management Studies, Post-graduate Diploma in Human Resource Management;
  - Training in Industrial Relations;
- Or**
- Any equivalent combination of education and experience;
  - Five (5) years' work experience in Human Resource Management at a supervisory or managerial level.

**Special Condition Associated with the Job**

- Will be required to participate in meetings outside of normal working hours from time to time.

Applications accompanied by résumés should be submitted **no later than Friday, 18<sup>th</sup> May, 2018 to:**

**Director of Public Prosecutions  
Office of the Director of Public Prosecutions  
P.O Box 633  
Kingston**

Email: [employment@dpp.gov.jm](mailto:employment@dpp.gov.jm)

**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.**



M. Martinez (Mrs.)  
for Chief Personnel Officer (acting)