



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 142**  
**OSC Ref. C.6499'**

**7<sup>th</sup> 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 the vacant post of **Director, Personnel (GMG/SEG 2)** in the **Department of Correctional Services**, salary range \$1,852,947 - \$2,202,571 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Senior Director, Human Resource Management and Administration, the incumbent has overall responsibility for the implementation and management of the Personnel and Administration policies in the Department. He/She directs all operations of the Personnel, Administration and Registry Units, which serves approximately two thousand five hundred (2,500) employees. This includes:

- Development and practice of strategies and procedures for the recruitment, selection and placement of staff are fair and competitive in meeting the organizations need;
- Keeping the Deputy Commissioner up to date on all operations in the Section.

### **Key Responsibilities**

- Advises the Commissioner, Senior Managers, Managers and Supervisors on the administration of the Personnel function;
- Formulates, recommends and ensures that there is full compliance with policies, strategies and procedures established for the efficient administration of the Personnel function;
- Provides guidance to all Sections and Unit Heads in keeping with the Staff Orders, the Public Service Regulations and other orders that maybe enforced by the Ministry of Finance and the Public Service from time to time;
- Provides clarifications to all employees on matters relating to Government's Personnel Administration policy and procedures;
- Guides the recruitment process – advertising vacancies; screening applicants, arranging interviews, conducting interviews, preparing acceptance letters; to ensure that persons entering the organization meet the criteria and are the best suited candidates for the jobs;
- Serves as panelist at interviews to select candidates for employment;
- Analyzes jobs and prepares job descriptions for all members of staff;
- Collaborates with the Director, Human Resource Development to ensure that a comprehensive and relevant Induction/ Orientation Programme is developed, implemented and maintained to ensure the appropriate socialization of all new employees;
- Constantly assesses and gives feedback to each member of staff in the Personnel Section on their performances;
- Monitors the Performance Management System to ensure that Appraisals are in keeping with the set standards and that proper records are being kept;
- Ensures that information regarding transfers, promotions and termination of staff is conveyed by the appropriate medium and that the stipulated process is applied;
- Conducts Exit Interviews and ensures that information is recorded;
- Acts as Advisor and Secretary to the Selection Committee for the appointment and promotion of all categories of staff;
- Presents papers and delivers lectures on Personnel related matters and functions at training courses, retreats and Induction Sessions;
- Interprets and applies Labour Laws including amendments;
- Prepares and submits recommendations for appointments/promotions, employment, contracts engagements for submissions to the Office of the Services Commissions for all levels of Staff in the Department;

- Conducts organizational audits/personnel audits to aid the development of a Succession Plan;
- Collaborates with the Research and Training Units for the development of ongoing assessment of staff satisfaction and issues that could negatively impact on performance in the Department;
- Collaborates with Human Resource Development and Information Systems in the design and development of a Succession Plan;
- Provides counselling to employees and initiates disciplinary action, where necessary;
- Reports (verbally and in writing) to Commissioner through the Deputy Commissioner, Human Resource Management, matters affecting staff welfare and makes recommendations for resolution;
- Collaborates with Industrial Relations Officer, in maintaining harmonious work environment;
- Participates in Management Meetings;
- Represents the Department and Personnel Section at meetings and conferences when called upon to do so;
- Directs the administration of Compensation Policy and staff benefits;
- Collaborates with Human Resource Development to ensure that recommendations for staff development are in keeping with policy, needs and Succession Plan;
- Directs the management and updating of the Human Resource Management Information System (HRMIS);
- Ensures an efficient Registry System where records are maintained and stored appropriately for speedy retrieval, also that mails are efficiently sorted and dispatched;
- Makes recommendations to the Office of the Services Commissions (Central Government) for disciplinary actions proceedings against officers.

#### **Required knowledge, Skills and Competencies**

- Maintains confidentiality
- Good interpersonal skills
- Ability to communicate effectively both orally and in writing
- Planning and directing work activities
- Ability to work under pressure and meet deadlines
- Counseling and guiding individuals and group
- Computer literacy
- Knowledge and ability to apply Civil Service rules and regulations
- Thorough knowledge of the Public Service Regulations and Staff Orders

#### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Public Administration or Management Studies with special training in Personnel Management;
- Three (3) years' experience in Public Sector Personnel Management.

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

**Commissioner of Corrections  
Department of Correctional Services  
Head Office, P.O. Box 486  
5-7 King Street  
Kingston**

Email: [hrm.dcsj@cwjamaica.com](mailto:hrm.dcsj@cwjamaica.com)

**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)**