



**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](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)



**CIRCULAR No. 39**  
**OSC Ref. C. 4860<sup>8</sup>**

4<sup>th</sup> February, 2019

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 **Human Resource Development Officer (GMG/AM 4)** in the **Human Resource Management and Development Unit, Ministry of Labour and Social Security (MLSS)**, salary range \$1,291,943 - \$1,535,714 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direction of the Director, Human Resource Development, the incumbent will assist in the facilitation of both internal and external training opportunities for over one thousand staff members, in accordance with the Operational Plan of the Human Resource Development Unit of the Ministry.

**Key Responsibilities**

***Technical/Professional:***

- Supports the implementation of the Ministry's Training programme in keeping with the Human Resource policies and objectives;
- Assists in conducting Training Needs Analysis to identify the needs of the Organization for continued staff development;
- Assists with Training Impact Assessment to evaluate the effectiveness of training programmes;
- Provides administrative support for Orientation and Induction Sessions for new and transferred staff;
- Assists in arranging and co-ordinating training sessions;
- Processes and submits Study Leave and Scholarship applications to the relevant authorities for approval;
- Facilitates in-house and external information seminars for personal and professional development of staff.

***Administrative:***

- Liaises with relevant authorities regarding the processing of Study Leave and Scholarships for staff;
- Reviews and submits bills to the relevant authorities for payments;
- Collates and records data on Training activities;
- Prepares Monthly and Quarterly Reports for the Unit;
- Prepares documents for dispatch to internal and external clients;
- Provides input towards the preparation of the Unit's budget.

**Required Knowledge, Skills and Competencies**

- Sound knowledge of new and diverse training delivery methods
- Sound knowledge of Human Resource functions
- Sound knowledge of relevant computer applications and training software
- Ability to utilize manual and electronic training equipment
- Excellent Planning and Organizing skills
- Excellent Interpersonal and Problem Solving skills
- Excellent Writing and Delivery skills
- Excellent Time Management and Analytical skills
- Good Negotiation skills

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Human Resource Management or Development or Public Sector Management;
- Certificate in Train the Trainer;
- One (1) year experience in Human Resource environment.

**Special conditions associated with the job:**

- Local (extensive) and international travel;
- Will be required to lift, assemble, dismantle and transport training equipment.

Applications accompanied by résumés should be submitted **no later than Friday, 15<sup>th</sup> February, 2019 to:**

Senior Director  
Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4

Email: [resume@mlss.gov.jm](mailto:resume@mlss.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.**



Merle I. Tam (Mrs.)  
for Chief Personnel Officer