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CIRCULAR No. 63
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13th March, 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 **Senior Human Resource Officer (GMG/SEG 1) – (Not Vacant)** in the **Human Resource Development and Management Division, Office of the Prime Minister**, salary range \$1,348,545 - \$1,602,996 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Director, Human Resource Management, the Senior Human Resource Officer is responsible for providing support in the administration of established recruitment and selection procedures and processes for specified levels of applicants for the workforce of the Office of the Prime Minister (OPM) and Office of the Cabinet.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Prepares advertisements for review/approval by the relevant managers; circulates approved document internally/in the wider Public Sector, co-ordinates activities required in preparation for submission to the print media through Jamaica Information Service (JIS);
- Manages the application process by retrieving the response to advertisements for further processing;
- Assists with the shortlisting of applicants;
- Prepares interview scoresheets;
- Liaises with candidates to schedule interview, as well as providing them with relevant information to facilitate easier access to the interviewing process;
- Coordinates activities and operations for Assessment Centres Case Studies and ensures that participants are properly notified and prepared;
- Coordinates logistic arrangements (meeting room, refreshment etc.) for the Assessment Centres and interviews;
- Prepares resource material for Assessment Centres (Assessment Package) and interviews (Interview Kits) for all candidates and panellists;
- Prepares outcome Report and submits the final report to Director, Human Resource Management for review before submission to the Cabinet Secretary/Permanent Secretary for final decision;
- Prepares letter to request referee reports, vetting/background checks and follows up with requests to ensure completion of the reports;
- Prepares and dispatches letters to all unsuccessful candidates and "Offer Letters" to successful candidates;
- Co-ordinates orientation sessions and ensures that all resources are adequate to facilitate successful outcome;
- Ensures the validity of credentials and the creation of personal files for new recruits;
- Participates in the development/review of Human Resource Policies and Procedures.

Required Knowledge, Skills and Competencies

- Knowledge of recruitment and selection principles and practices
- Excellent integrity/ethics exercised in the performance of duties
- Demonstrates initiative and creativity
- Expresses ideas effectively and organizes and delivers information appropriately

- Displays emotional resilience and the ability to withstand work pressure on an on-going basis
- Sound knowledge of the Government Human Resource Policies and Procedures, Rules and Regulations relating to employment in the Public Service
- Knowledge of guidelines relating to transfer and secondment processes with specific reference to the role of the Public Service Commission
- Pays close attention to detail, accuracy and completeness
- Ability to apply strategic thinking as may be necessary
- Keen listener
- Excellent communication and interpersonal skills
- Excellent planning and organizing skills
- Ability to analyze problems and develop effective solutions
- Ability to exercise sound judgment and conviction of purpose in unfavorable or unpopular situations
- Proficient in the use of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in Management Studies **OR** Human Resource Management **OR** Business Administration **OR** other related discipline from a recognized tertiary institution;
- At least three (3) years' work experience in personnel administration, preferably in the Public Sector, in an organization of similar size and complexity.

Applications accompanied by résumés should be submitted **no later than Monday, 26th March, 2018 to:**

**Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10**

Email: jobs@opm.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)