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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 following **vacant** posts in the **Ministry of Science, Energy and Technology**:

1. **Director, Human Resource Management (GMG/SEG 3) - Human Resource Management and Development Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Director, Organizational Development and Performance Management (GMG/SEG 3) - Human Resource Management and Development Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
3. **Director, Employee Relations, Health, Safety and Well-being (GMG/SEG 2) Human Resource Management and Development Branch**, salary range \$3,332,803 - \$4,482,249 per annum.
4. **Human Resource Officer, Organizational Development and Performance Management (GMG/AM 3) - Human Resource Management and Development Branch**, salary range \$1,753,837 - \$2,358,715 per annum.
5. **Collection/Disbursement Officer (FMG/AT 1) - Finance and Accounts Division**, salary range \$1,370,094 - \$1,842,625 per annum.
6. **Payroll Officer (FMG/AT 2) - Finance and Accounts Division**, salary range \$1,370,094 - \$1,842,625 per annum.

1. **Director, Human Resource Management (GMG/SEG 3)**

Job Purpose

Under the general supervision of the Director, Human Resource Management and Development the incumbent provides comprehensive Human Resource and Employee Relations advisory service as may be required to Managers and Heads of Agencies and Departments in order to assist in the achievement of goals and objectives and continual improvement in the quality of its management processes and service to customers both internally and externally. The incumbent is also responsible for the administration of staffing and benefits policies and programmes and maintenance of records for employees and assumes responsibility for the supervision of Typing **Pool**.

Key Responsibilities

Management/Administrative:

- Plans, directs, organizes and controls Human Resource Management functions;
- Participates in the development of a set of objectives and standards to guide the operations of the Human Resource Division;
- Develops Work Plans and schedules for staff;
- Ensures that the Human Resource functions are practiced in accordance with Human Resource Policies and other relevant regulations;
- Prepares operational reports and special reports as requested;
- Ensures complete and up-to-date files and personnel records;
- Networks with other Human Resource Practitioners in the Private and Public Sector to achieve quick results in Human Resource practices;
- Participates in the development and implementation of the Division's Operational Plan and Budget;
- Prepares and monitors Work Plans and Programmes ensuring employees are effectively utilized and productivity optimized;
- Addresses technical and administrative problems arising out of the work of the Division;

- Keeps abreast of trends and changes in global Human Resource Management and recommends their implementation/adoption where necessary; to improve the quality of Human Resource services in the Ministry;
- Establishes and maintains effective relationships with management to gain confidence and co-operation in the delivery of Human Resource services;
- Prepares and submits activity/performance and other reports as requested;
- Represents the Ministry at meetings/conferences and other fora as requested;
- Provides guidance/advice to the Director, HRMD and Permanent Secretary on Human Resource Management matters;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Division and the Ministry.

Technical:

Human Resource Policies and Procedures

- Interprets and implements Human Resource Management policies and programmes set out by the Government's Human Resource Agencies/Units;
- Provides leadership in the development of an Employee Handbook which outlines the rules, regulations, and related Human Resource Management policies of the Ministry;
- Administers policies and programmes ensuring consistency, equity and the maintenance of good Human Resources practices;
- Implements systems to effectively communicate policies and procedures to staff and ensures they are clearly understood;
- Ensures that the employee census and any other existing Human Resource Management Information System are efficiently managed with the capacity to produce data that assists with making critical Human Resources decisions.

Manpower Planning and Development:

- Participates in the review and analysis of the Ministry's structure and manpower needs and makes recommendations for adjustment, where necessary;
- Participates in developing, administering and maintaining the performance management programme to ensure effectiveness, compliance and equity within the Ministry;
- Collaborates with the Human Resource Management Committee and/or other relevant Agencies administers the promotion, retirement, discipline and leave policies.

Recruitment and Selection:

- Oversees and assists with the development and implementation of the recruitment and selection programme in keeping with established Government guidelines;
- Arranges placement of recruits appointed by the Public Service Commission in consultation with Directors and other Heads of Divisions;
- Assists with the negotiations and prepares contracts for staff recruited on a contractual basis and makes arrangements for payment of gratuity and other final emoluments in keeping with the terms of agreement in keeping with established Government guidelines;
- Arranges strategic staffing inclusive of acting, transfer and redeployment of staff.

Employees' Relations:

- Provides advice on employee discipline, grievance and claims involving pay and leave entitlement;
- Provides advice and guidance to Directors and Line Managers and related Agencies and Departments in handling industrial relations issues;
- Develops and implements strategies to improve supervisory support for, and understanding of policies and approaches to promote acceptable conduct and performance;
- Assists in administering the discipline and grievance procedures ensuring consistency and fairness promoting a harmonious and productive work environment;

Employee Welfare, Benefits and Compensation:

- Assists in administering the staff welfare programme ensuring effectiveness and equity;
- Oversees the administration of the employees' health and benefits programme;
- Participates in the co-ordination of staff recreational programmes to enhance staff morale;
- Administers the separation policy in keeping with Government regulations;
- Administers the compensation policy in keeping with established Government guidelines.

Human Resource:

- Participates in the recruitment, selection/induction of new staff for the Ministry and its Divisions;
- Establishes employee performance objectives and motivates staff toward optimum performance;
- Promotes the welfare of staff through the preparation of employee Performance Appraisals, recommendations for appointment, promotion, training and leave;

- Initiates disciplinary proceedings, where appropriate;
- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required development programmes;
- Provides leadership to staff through effective objectives setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training and provide assistance and support as needed;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Divisions and the Ministries.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Impact and Influence
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Ability to work on own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Use of technology – Microsoft Office and other relevant computer applications
- Excellent knowledge of Government Human Resource Management Systems, Corporate Planning, Labour Laws and Industrial Relations Practices, Staff Orders, Public Service Regulations, Access to Information, Procurement Guidelines and other policies that governs HRM and Administration
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy
- Excellent Human Resource management skills
- Ability to analyze and interpret financial and other corporate information for decision making
- Ability to exercise sound judgement and convictions of purpose in unfavourable situations.
- Possess coaching and mentoring skills
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution
- Ability to manage limited resources in order to achieve challenging output targets

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration or related discipline;
- Five (5) years' experience in Human Resource Management/Personnel Management in a senior position, working in an organization of similar size and complexity.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions.

2. Director, Organizational Development and Performance Management (GMG/SEG 3)

Job Purpose

The Director, Organizational Development and Performance Management is responsible for:

- Co-ordinating activities for the development, implementing and integration of strategies to improve performance at the organizational, divisional and individual levels across the

Ministry and its Agencies, leading to a more efficient workforce and more effective utilization of Human Resources;

- Co-ordinating activities for the Performance Management Appraisal Process of the Ministry and its Agencies to improve performance for the organizational, divisional and individual levels;
- Developing and ensuring the execution of a framework for modernisation initiatives within the Ministry and its Agencies.

Key Responsibilities

Management/Administrative:

- Contributes to the development of the Corporate Services Division's Corporate Business Plan, Human Resource Management and Development's (HRMD's) Operational Plan and Budget;
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD & PM) Unit by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Co-ordinates the preparation of the Corporate Services Division's Branch's/Unit's Operational Plan Quarterly Reports;
- Manages the daily operations of the OD & PM Unit to consistently provide a high level of service to clients;
- Prepares and submits status and other reports as requested;
- Represents the Ministry at meetings/conferences and other fora as requested;
- Co-ordinates meetings and Sensitization Sessions as required.

Technical/Professional:

- Prepares Submissions to the Human Resource Executive Committee (HREC);
- Conducts (use of surveys, focus groups and other relevant methodologies) organizational needs assessments to determine organizational readiness for change;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Organization;
- Collaborates with management to develop and employ Change Management Strategies;
- Analyzes change initiatives and recommends strategies for corrective action where necessary;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Recommends, co-ordinates and participates in creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the Organization's Strategic direction;
- Recommends solutions to problems identified including changes to the Ministry's Organization structure, systems, processes and office layout;
- Collaborates with key stakeholders to develop and maintain Human Resource systems (policies and standard operating procedures) and provides guidance to the Agencies for this undertaking;
- Examines relevant statutes, regulations, reports and directives related to the Ministry to determine its functional responsibility in keeping with legislative framework;
- Examines the delegation and exercise of Authority, grouping of functions, inter relationship of organizational entities to determine any significant bearing on departmental activities;
- Conducts job analysis and develops and maintains Job Descriptions and Terms of References (ToR);
- Conducts desk audits to validate job responsibilities and duties;
- Prepares and maintains functional profile/charts for the Ministry and Divisions;
- Manages the development and maintenance of Organization Charts for the Ministry, its Divisions, Branches and Units;
- Conducts Post Audits of the Civil Service Establishment Act and makes recommendations to the Ministry of Finance and Planning in keeping with changes in the machinery of Government;
- Reviews the Organization structure and makes recommendations to align it with the goals and strategic objectives of the Ministry;
- Prepares proposals for Organizational reviews in keeping with achieving the goals of the Ministry and liaises with the Ministry of Finance and the Public Service (MOFPS) to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Assists with designing and conducting Human Resource Management and Development (HRMD) audits and makes recommendations to improve programmes' and accountability systems' effectiveness;

- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the Organization;
- Assists with career guidance and counselling;
- Provides advice to the Director, HRMD and other personnel on Organizational Development and Performance Management initiatives/matters;
- Manages Performance Management and Appraisal for staff in the Ministry;
- Co-ordinates the implementation and administration of the PMAS within the Ministry:
 - ✓ Co-ordinates and participates in the development as well as maintains the requisite PMAS documents such as Change Management, Communication and Training Plans
 - ✓ Co-ordinates, conducts and participates in PMAS Sensitization Sessions
 - ✓ Co-ordinates and participates in the development and maintenance of the Ministry's Competency Framework
 - ✓ Maintains Job Descriptions in keeping with the Ministry's Competency Framework
 - ✓ Provides assistance to Divisional Managers and staff in preparing Unit and Individual Work Plans
 - ✓ Co-ordinates and participates in the development and maintenance of a Rewards and Recognition Policy for the Ministry
 - ✓ Co-ordinates the establishment and chairs Rewards and Recognition Committee
 - ✓ Co-ordinates and participates in the development and maintenance of Standard Operating Procedures for the processing of Appraisal Forms
 - ✓ Ensures the development and maintenance a PMAS Database
 - ✓ Prepares PMAS Report for submission to the relevant stakeholders
 - ✓ Liaises with and provides assistance to Heads of Divisions regarding the Performance Management and Appraisal Process
 - ✓ Ensures the development of systems to maintain the PMAS Records

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Ministry and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Ministry;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.
- Performs any other related duties that maybe assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills
- Teamwork and co-operation
- Interpersonal skills
- Ability to work on own initiative
- Client and quality focus/commitment to service quality
- Compliance
- Adoptability
- Integrity
- Methodical
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Goal/results oriented
- Confidentiality
- Mutual respect
- Leadership skills
- People management
- Strategic vision
- Impact and influence
- Managing partner and external relations
- Analytical thinking skills

Technical:

- Use of Technology
- Legislation, regulations and policies
- Budget management
- Change management
- Conflict management
- Negotiation
- Performance coaching
- Risk management
- Mentoring
- Employee engagement and retention
- Organizational effectiveness and development
- HR Strategic planning
- Research methodology

Minimum Required Qualification and Experience

- Undergraduate Degree in Management Studies, Human Resource Management/Development or a related field;
- Five (5) years' experience in Human Resource Development and Performance Management at the Middle Management level in an organization of similar size and complexity;
- Specialised training in Management Analysis, Performance Management and Appraisal Systems and Change Management would be an asset.

Special Conditions Associated with the Job

- Required to travel locally;
- Maybe required to work beyond normal working hours;
- Required to spend long hours sitting and using office equipment, computers and attending sessions.

3. Director, Employee Relations, Health, Safety and Well-being (GMG/SEG 2)**Job Purpose**

Under the direct supervision of the Director HRM, the incumbent is responsible for designing, implementing and identifying, employee relations strategies which are aligned to the Ministry of Science, Technology, Energy and Mining's strategic needs, in order to ensure that the objectives are met. Also, the incumbent is required to manage disciplinary processes and grievance processes and create a fair, respectful, diverse and high-quality performance culture that enables employees to stay healthy, safe and is motivated to contribute their very best to the Organization.

Key Responsibilities**Technical:**

- Develops, delivers and maintains a business focused Employee Relations strategy that meets the needs of staff and the Organization;
- Designs and implements systems and procedures as required to deal with employee related issues in the Ministry of Science, Technology, Energy and Mining;
- Creates Welfare Committee and takes lead responsibility for promoting and engaging staff to be involved in activities from which they will benefit;
- Engages and works with the Senior Director, HRM&D, Director HRM and other senior personnel to provide support in a range of situations such as recruitment, planning, customer care, managing employees' absence, performance and quality, to help the organization grow and develop;
- Identifies potential impact of workplace stresses and device ways to mitigate same;
- Reviews current policies, practices and cultural attitudes to promote mental well-being;
- Investigates and responds to benefits of different working arrangements;
- Organizes resource persons and arranges sessions to motivate staff and inform them about Health and Safety issues;
- Assists in the conducting of workshops and seminars to inform and teach employees about good practices at the work place;
- Develops, drives and oversees employee relations initiatives which will foster and enhance co-operation, unity and fairness within the Ministry;
- Administers the disciplinary and grievance processes for the Ministry in keeping with existing regulations and ensures that resolutions are fair and impartial;
- Offers information and counselling support to staff;

- Maintains accurate records and prepares reports for appropriate action;
- Liaises with Director, Organizational Development and leads on change management initiatives in the organization;
- Liaises with Public Sector Employee Assistance Programme and other relevant bodies and make referrals;
- Takes supportive/remedial action in respect of staff with challenges;
- Contributes proactively and with a preventative emphasis to relevant areas of HRMD policies;
- Develops relevant policies to assist in reaching divisional goals;
- Prepares reports using records of actions taken on grievance, arbitration and mediation cases and related labour relation to identify problem areas;
- Provides guidance and advice as required and requested by Managers and staff about the disciplinary processes, procedures and policies;
- Ensures the effective and efficient administration of benefits inclusive of pension, compensation and leave administration;
- Manages employee participation in management decision;
- Assists in managing social programmes for staff.

Human Resource:

- Monitors and evaluates the performance of direct report, prepares performance evaluation report and recommends corrective action as necessary;
- Participates in the recruitment of staff for the Ministry;
- Provides guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's goals;
- Keeps abreast of trends and changes in Human Resource procedures and policies;
- Assists with the Orientation of staff;
- Participates in decision making for delegated functions;
- Assists in providing leadership in the Division;
- Researches, interprets and reports on staff relations with a view to resolve any challenges;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Impact and Influence
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Excellent knowledge of Labour Laws and Industrial Relations practices
- Excellent knowledge of rules, regulations and guidelines related to health and safety in Jamaica
- Considerable knowledge of modern occupational health and safety best practices and policies
- Excellent knowledge of Public Service Regulations and Staff Orders
- Ability to exercise sound judgement and convictions of purpose
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy
- Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution

- Ability to manage limited resources in order to achieve challenging output targets.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management, Industrial Relations or similar discipline;
- Professional courses/training in another employee relations field.

OR

- First Degree in social Sciences plus training in Industrial Relations;
- Four (4) year experience and track record in Planning and Delivery of Employee and Industrial Relations Initiatives; two (2) of which should be in a supervisory position in an organization of similar size and complexity;
- Three (3) years' experience in Industrial Relations;
- Experience of managing and handling the people aspects of restructures in a Public Sector, preferably Civil Service, environment;
- Able to demonstrate up-to-date training and experience in employment law.
- Demonstrable experience of managing contentious people issues effectively together with a high level of emotional intelligence and strong inter-personal and communication skills;
- Experience of managing and developing a team;
- Demonstrable expertise and experience in the field of employee relations;
- Possess a sound generalist HR background with experience of managing people and a wide understanding of people issues.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions.

4. Human Resource Officer, Organizational Development and Performance Management (GMG/AM 3)

Job Purpose

Under the general direction of the Director, Organizational Development and Performance Management, the Human Resource Officer (OD & PM) is responsible for assisting with the management of activities to achieve the goals and objectives of the OD & PM functions within the Ministry as well as executing related administrative functions. In particular, the Officer's main focus is to assist with the functions related to Performance Management and Monitoring.

Key Responsibilities

Management/Administrative:

- Participates in the Corporate and Operational Planning activities by assisting with the preparation of the Units' (OD & PM) and the Division's Operational Plan and Budget;
- Assists with the preparation of activity/performance reports as requested;
- Ensures that records are kept up-to-date and are easily retrieved;
- Provides advice to managers and staff on the resolution of OD & PM matters;
- Advises on the interpretation of performance management guidelines;
- Provides administrative support in respect of all OD & PM matters;
- Keeps staff abreast of Human Resource policies and regulations;

Organizational Development:

- Assists with the collection of job-related data through interviews, questionnaires, observations and the examination of records to validate findings;
- Assists with the development, and maintenance of Organizational Charts and output focused Job Descriptions in collaboration with other HR colleagues, managers and employees;
- Participates in conducting organizational needs assessments to determine organizational readiness for change;
- Assists with the review and maintenance of customer services initiatives which have already been implemented throughout the Ministry.

Performance Management:

- Ensures that PMAS notifications are prepared and issued (notices, reminders etc.) in a timely manner;

- Participates in the development of the Work Plan for the implementation of and oversight of the PMAS and its operation for each financial year;
- Participates in developing in collaboration with other HR colleagues and the EPMAT, plans for the development of the PMAS;
- Assists in conducting PMAS Sensitization Sessions within the MSET and its Agencies in collaboration with other HR colleagues;
- Assists in developing and executing PMAS related change management initiatives in collaboration with other HR colleagues, the EPMAT, managers and supervisors;
- Assists in conducting Work Plan Sensitization and Training Sessions as necessary;
- Assists with the review of samples of Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Develops strategy to collect PMAS Work Plans in a timely manner;
- Participates in the development of customized manuals and forms for the MSET, in keeping with the PMAS Guidelines;
- Creates the timetable for PMAS related activities over a given financial year for review by the Manager;
- Maintains current Register of employees, their Appraising Managers and Reviewing Managers;
- Ensures that all managers and supervisors have available to them and are in receipt of all PMAS Manuals, Handbooks, Templates, policies and procedures required to operate with the System;
- Assists with monitoring compliance with the conducting of interim evaluations and provides guidance as necessary;
- Recommends and contributes to the development of mechanisms to track the completion of Performance Appraisals on an Annual basis for all relevant staff members;
- Assists with monitoring the implementation by managers of remedial and corrective action to address poor performance;
- Assists with monitoring the implementation of Staff 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;
- Checks staff eligibility for increments/awards and notify the relevant HR Officers and provides information for the Manager to transmit to Payroll;
- Provides administrative support to the internal recognition and Rewards Committee
- Assists in providing guidance to managers on giving Recognition and Rewards at the Divisional or Unit level;
- Prepares/compiles confidential summary PMAS Report on appraisal results for the Director, Organizational Development and Performance Management, and identify authorized users;
- Provides input and prepares/compiles PMAS status reports for the EPMAT and the PMIT monthly and/or as otherwise required;
- Provides input and prepares/compiles special PMAS related reports as required;
- Performs any other related duties that maybe assigned from time to time.

Human Resource:

- Prepares/compiles customized PMAS Material for Employee Orientation Sessions in the MSET;
- Assists in providing training for newly appointed managers, supervisors with respect to their responsibilities under the PMAS;
- Assists in providing guidance and information on PMAS related issues to all staff including managers and supervisors.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking

- Good problem-solving and decision-making
- Impact and Influence
- Ability to work on own initiative
- Good planning and organizing skills
- Goal/result oriented
- Proficiency in the use of relevant computer applications (Word, PowerPoint, Excel.)
- Good knowledge of Human Resource Management techniques and practices
- Good knowledge of Public Service Regulation, Staff Orders, Labour Laws and practices
- Comprehensive and sound knowledge of the Performance Management and Appraisal System as established in the guidelines issues by the Office of the Cabinet
- Knowledge of job analysis, performance management and appraisal processes and methods including writing Job Descriptions and Work Plans
- Knowledge of research and data analysis techniques
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations

Minimum Required Qualification and Experience

- Associate of Science Degree in Business Administration, Public Administration, Management Studies, Human Resource Management or related field from a recognized tertiary institution;
- Three (3) years' experience in Human Resource Management preferably in the Public Sector.

Special Conditions Associated with the Job

- Will be required to travel island-wide;
- Will be required to work beyond normal working hours in an effort to meet deadlines;
- Required to work under pressure and with minimum supervision.

5. Collection/Disbursement Officer (FMG/AT 1)

Job Purpose

Under the direction of the Manager, Payment Unit, the incumbent is responsible for the collection, recording and lodgement of public monies received in the Ministry, despatching of cheques drawn on the external funded agency project and the Ministry's Bank Accounts and the maintenance of Petty Cash Imprest.

Key Responsibilities

- Collects funds from walk in customers and from Registered Mail; receives in the Value Book and issues official receipts and makes lodgements to the relevant bank accounts;
- Prepares and issues receipts for cash and cheques collected ensuring that the amounts received are correct and the receipt is properly drawn;
- Prepares lodgment for all public monies received and makes lodgement received to the relevant Bank Accounts daily;
- Posts receipts and balances Receipts Cash Book on a daily basis;
- Receives cheques drawn of external funded and Ministry's Bank Accounts, prepares records of cheques issued from FINMAN and other accounting system and dispatches cheques to payees upon the presentation of valid identification;
- Maintains custody of cheques and valuables;
- Issues cheques to payees upon proper identification;
- Liaises with internal and external customers on a daily basis by telephone to timeliness in the collection of cheques payable;
- Prepares Petty Cash Claim Vouchers and enters vouchers with appropriate numbers and amounts in Petty Cash Book; balance and ensures corrected balances are reported;
- Maintains Petty Cash Imprest, making cash disbursement upon appropriate authorization and obtains Petty Cash reimbursements when necessary;
- Posts receipts/lodgements to the accrual Accounting System (FINMAN) and other accounting software on a daily basis;
- Purchases foreign exchange and processing credit card payments at the Bank.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus

- Teamwork and co-operation
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Ability to work on own initiative
- Analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)
- Knowledge of Staff Orders for the Public Service and Public Service Regulations
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, and acts related to Statutory Bodies, and Government Companies

Minimum Required Qualification and Experience

- AAT Level 1; **or**
- ACCA-CAT Level 1/Level A; **or**
- Certificate in Public Administration, UWI; **or**
- Certificate in Management Studies, UWI; **or**
- Diploma in Business Administration/Studies from a Community College; **or**
- NVQJ Level 1, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Certificate in Government Accounting 1; **or**
- Completion of first year in B.Sc. Degree In Accounting/Management Studies with Accounting, or BBA Degree at an accredited University; **or**
- Completion of first year of ASc. Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours.

6. Payroll Officer (FMG/AT 2)

Job Purpose

Under the supervision of the Payroll Manager, the incumbent is directly responsible for the control and payment of salaries and wages.

Key Responsibilities

Technical/Professional:

- Ensures the operation of an effective and efficient Payroll System by being directly responsible for the Monthly Payroll for temporary staff in respect of:-
 - ✓ The Ministry of Science, Energy and Technology
 - ✓ The Mines and Geology Division
 - ✓ The Electricity Department
 - ✓ External Funded Project Staff
- Enters and maintains all relevant information in connection with the payment of salaries on the Payroll System, such as:-
 - ✓ Salary particulars for employees – appointment dates, anniversary dates for the payment of increment, post centre, salary scale, present salary and notes re: acting appointment, promotions etc.
 - ✓ Details of deductions to be made from salaries
 - ✓ Transfers, Resignations, Dismissals, Study Leave, Vacation Leave and dates of Resumption and Assumption
- Checks and ensures that salary is correctly computed by the system and any differences/errors found are promptly corrected;
- Ensures that advances and overpayment of salaries are promptly recovered;
- Maintains and balances the “On and Off” Salary Control Register for each payroll run;
- Ensures that all salary cheques are printed for the correct amount and for the correct payee and are dispatched to the relevant persons on payday;
- Prepares and submits, salary returns and NIS and NHT returns;
- Assists with the preparation of the payroll.

Deductions and Returns:

- Checks and verifies that all statutory deductions and other authorised deductions are made and paid over promptly;
- Ensures that Annual Returns such as Income Tax, NIS and NHT are made promptly after the end of the year.

Other:

- Assists in the preparation of the Personnel Emoluments Budgets by providing information to the Management Accounts Section with the following particulars on each member staff:-
 - ✓ Name of employee
 - ✓ Present salary
 - ✓ Date of Appointment
 - ✓ Date for the payment of incremental salary adjustments, etc.
- Provides letters to employees or organizations upon requests regarding:-
 - ✓ Salary payable
 - ✓ NHT contributions
 - ✓ Income Tax, etc.
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to work on own initiative
- Customer and quality focus
- Teamwork and co-operation
- Compliance
- Integrity
- Managing external relationships
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good analytical thinking skills
- Methodical
- Good interpersonal skills
- Use of technology (relevant computer applications)
- Excellent knowledge of Government Administration Systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff Orders, Public Service Regulations, Procurement Guidelines, FAAA Act
- Skilled in the operation of computerised accounting systems
- Ability to cope well under pressured working conditions and to meet deadlines

Minimum Required Qualification and Experience

- AAT Level 2; **or**
- ACCA-CAT Level B/Level 2; **or**
- NVQJ Level 2, Accounting; **or**
- Certificate in Accounting from an accredited University; **or**
- Completion of Second Year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University; **or**
- A.Sc. Degree in Business Studies/Business Administration/Management Studies; **or**
- A.Sc. Degree in Accounting from the Management Institute for National Development (MIND); **or**
- Certificate in Government Accounting Level 2.

Applications accompanied by résumés should be submitted **no later than Monday, 20th March, 2023 to:**

**Principal Director, Corporate Services
Ministry of Science, Energy and Technology
PCJ Building, 2nd Floor
36 Trafalgar Road
Kingston 10**

Email: careers@mset.gov.jm

Please note that only shortlisted 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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