



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

Website: www.osc.gov.jm

CIRCULAR No. 79 **OSC Ref. C. 4858⁵²**

20th February, 2025

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/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

- 1. Director, Industrial Relations (GMG/SEG 1) (Not Vacant) - Human Resource Management and Development Division (Hope Gardens, Kingston)**, salary range \$3,501,526 - \$4,709,163 per annum.
- 2. Commitment Control Officer (FMG/AT 3) (Vacant) - Finance and Accounts (Hope Gardens, Kingston)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Director, Industrial Relations (GMG/SEG 1)

Job Purpose

Under the direction of the Senior Director, Human Resource Management and Development, the Director, Industrial Relations is responsible for managing the Industrial Relations functions by:

- Developing policies and policy guidelines and ensuring that adherence to;
- Undertaking research and keeping abreast of trends and developments in the field;
- Ensuring that the development of strategies and programmes are designed to maintain good Labour Relations between management, staff and trade unions/staff association;
- Providing leadership by participating as a member of the negotiating team dealing with Collective Bargaining and other Industrial Relations matters;
- Acting as the Ministry's Chief Advisor on Industrial Relations matters.

Key Responsibilities

Management/Administrative:

- Exercises responsibility for the development of policy and policy guidelines;
- Represents the Ministry at meetings, seminars and conferences on Industrial Relations and related matters;
- Writes a variety of reports, papers and briefs and submits to the Permanent Secretary or presents at meetings, seminars and workshops;
- Participates in meetings with the Ministry of Finance and the Public Service's Industrial Relations Unit, Statutory Bodies and Agencies, in Union negotiations on behalf of staff members;
- Provides leadership to, and participates as a member of the Negotiating Team dealing with Collective Bargaining and other Industrial Relations matters;
- Acts as the Ministry's Chief Advisor on Industrial Relations Matters;
- Provides counselling to members of staff on Human Resource and Industrial Relations issues;
- Provides technical advice/guidance on Industrial Relations matters to Directors, Managers, Heads of Divisions/Department, Agencies and Statutory Bodies;
- Reviews and makes recommendations to the Permanent Secretary, through Senior Director, HRM&D, on claim submissions and all matters relating to discipline of employees;
- Ensures the design, development and management of strategies and programmes to maintain harmonious Labour Relations between management, staff and Trade Unions/Staff Associations;
- Represents the Ministry at Boards of Enquiry and meetings on wages, salaries and fringe benefits;
- Collaborates in the review and justification of alternative Industrial Relations strategies to be adopted, often at short notice; participates in establishing norms and developing accurate indicators for measuring effectiveness;
- Monitors and manages the Ministry's Aftercare Programme.

Technical:

- Co-ordinates disciplinary proceedings and sees to the implementation of recommendations and findings;
- Investigates causes of disputes and circumstances relating to work stoppages and other forms of labour unrest and devise, recommends and implements appropriate corrective action;
- Undertakes background work and research on Industrial Relations issues and, when approved, sees to their adherence;
- Communicates all relevant information acquired to the Ministry, in order to influence planning and decision making;
- Interprets information for the benefit of line managers and offer consultations to the Ministry's officials, the public and employees as requested;
- Co-ordinates and monitors Staff Welfare Programmes;
- Conducts interviews with employees who are involved in disputes and those with grievances;
- Investigates complaints regarding salary, working conditions;
- Interprets Government's policy on Industrial Relations, discipline, leave, pensions and post reclassification;
- Prepares and issues warning letters;
- Ensures acceptance and implementation of the Staff Orders and Government Regulations, which are designed to facilitate mutual responsibility and respect;
- Liaises with the Ministry of Finance and the Public Service on matters relating to salary, allowances, negotiations and Government Industrial Relations policies;
- Ensures that members of staff of the Ministry and relevant Agencies and bodies are aware of and adhere to the policies, procedures and regulations of Government and the Ministry;
- Provides guidance to members of staff through counseling or refers them to the Ministry of Finance and the Public Service, Employee Assistance Programme;
- Provides leadership to staff through maintaining staff morale;
- Prepares reports and Minutes for submissions to the Office of the Services Commissions, Ministry of Finance and the Public Service; Disciplinary Committee Members;
- Participates as a member of the Disciplinary Committee and prepares submission on all cases to Office of the Services Commissions;
- Costs all claims and prepares Budget for claims submitted by relevant bodies and submits to the Ministry of Finance and the Public Service;
- Prepares Budget for termination and abolition of post exercise, for submission to the Ministry of Finance and the Public Service;
- Negotiates salaries and fringe benefits for employees of the Ministry and relevant bodies affiliated with the Ministry;
- Monitors and submits report on the performance of officers against whom disciplinary action was instituted;
- Investigates and makes recommendations on matters relating to disputes, grievances, legal and medical matters;
- Verifies, computes and submits claims for Uniform and Tailoring allowances for the relevant officers;
- Liaises with Human Resource Managers and Heads of Department/Agencies/Statutory Agencies to obtain information and clarifications and to provide advice and recommendations;
- Functions as a team member in developments in Industrial/Labour Relations field by:
 - Maintaining a network with other organizations through Industrial Relations/Human Resource Specialists and Line Managers;
 - Attending the relevant seminars.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, termination and leave in accordance with the established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals.

Other:

- Attends meeting at the Ministry of Labour for the grant of Work Permit approvals;
- Performs other related duties from time to time as instructed by the Senior Director, Human Resource Management and Development.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills
- Methodical
- Teamwork and co-operation
- Good interpersonal skills
- Good customer and quality focus skills
- Managing partners
- Managing the client interface
- Excellent leadership skills
- Good analytical and decision-making skills
- Good planning and organizing skills

Technical:

- Excellent knowledge of the Grievance Process
- Excellent knowledge of the Industrial Relations policies
- Excellent knowledge of the Jamaican Labour Laws
- Excellent negotiating skills
- Good problem solving and conflict management skills
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor of Science Degree (B.Sc) in Business Administration, Public Administration or Human Resource Management;
- Successful completion of recognized training in Industrial Relations;
- Three (3) years' working experience in the field of Industrial Relations.

Special Conditions Associated with the Job:

- Exposure to highly confidential and sensitive information;
- Expected to demonstrate high level of integrity and professionalism;
- Critical deadlines to meet;
- Islandwide traveling;
- Exposure to aggressive behaviour.

2. Commitment Control Officer (FMG/AT 3)**Job Purpose**

Under the direct supervision of the Senior Commitment Control Officer, the Commitment Control Officer, is responsible for providing assistance to the Senior Commitment Control Officer, in maintaining an effective cash management system for controlling expenditure within the limits of the approved budget and warrant allocations for Recurrent and Capital Heads of Expenditure.

Key Responsibilities**Management/Administrative:**

- Assists in the commitment planning process and the determination and classification of commitments, according to the following categories:-
 - ✓ Inescapable
 - ✓ Priority
 - ✓ Other
- Assists the Directors of Management and Financial Accounts in the planning and utilization of available cash, based on the level and categories of outstanding commitments;
- Advises the Director of Management Accounts through the Senior Commitment Control Officer - of slow-moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.

Technical/Professional:

- Receives duly signed commitment requisition from Programme Managers;
- Examines commitment requisitions submitted by Programme Managers, to see whether funds are available and to block funds, where appropriate, for such commitment;
- Posts commitment requisition vouchers on the Government Financial Management System (GFMS);
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Recommends virement of funds, where necessary;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent Head, by ensuring that warrant allocations and commitments are posted correctly and promptly;
- Submits monthly reports to the Director of Management Accounts on the position of commitments on-hold;
- Commits and logs incoming bills;
- Prepares monthly Outstanding Bills report and submits to the Senior Commitment Control Officer;
- Performs any other related duties that may be assigned by the relevant authority.

Required Knowledge, Skills and Competencies**Core:**

- Excellent oral and written communication skills
- Strong interpersonal and influencing skills
- Ability to work and lead in teams
- Good customer and quality focus skills
- Good problem-solving and decision-making skills
- Good analytical skills
- Good judgment skills

Technical:

- Excellent knowledge of Government Accounting guidelines
- Good knowledge of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Proficiency in the use of relevant Accounting Computer Application

Minimum Required Qualification and Experience

- AAT level 3; **or**
- ACCA-CAT Level C/Level 3; **or**
- ACCA Level 1; **or**
- NVQJ Level 3, Accounting; **or**
- Diploma in Accounting from an accredited University or Community College; **or**
- ASc. Degree in Business Studies/Business Administration from an accredited tertiary institution; **or**
- ASc. Degree in Accounting, MIND; **or**
- Diploma in Government Accounting, MIND, Government Accounting Levels 1, 2 & 3; **or**
- BSc. Degree in Accounting or Management Studies with Accounting; **or**
- BBA Degree; **or**
- Successful completion of 3 years of any bachelor's Degree programmes mentioned above.

Applications accompanied by résumés should be submitted **no later than Thursday, 6th March, 2025 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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 read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**