



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 29 **OSC Ref. C.6276¹⁵**

5th 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 fill the **vacant post of Assistant Human Resource Officer (GMG/AM 3)**, in the **Corporate Services Division, Ministry of Local Government and Community Development**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the direction and leadership of the Senior Human Resource Officer (Benefits Administration), the Assistant Human Resource Officer (Benefits Administration) assists in managing all the functions and general operations of the Human Resource Management Section. The incumbent is responsible for providing administrative support by processing all leave applications, maintaining leave records and processing all staff benefits including health insurance, loans, allowances, grants and tuition refund.

Key Responsibilities

Management/Administrative

- Prepares Individual Work Plan.
- Represents the Ministry at meetings, conferences and other fora as directed.
- Prepares status and other reports.
- Provides administrative support in respect of staffing matters.
- Keeps staff abreast of human resource policies and regulations.

Technical/Professional

- Ensures that benefits records are kept up-to-date and are easily retrievable.
- Provides advice to managers and staff on all types of available benefits.
- Verifies and processes applications for loans, allowances, grants, health insurance and other related matters.
- Prepares approval/non-approval letters to officers who apply for benefits.
- Develops and maintains a database of all travelling officers to manage the submission of motor vehicle documents.
- Verifies travelling claims in keeping with motor vehicle documents for submission to the Finance and Accounts Division for payment.
- Prepares submissions (seniority allowance, qualification increment and tuition refund) to the Human Resource Committee (HRC) meetings for consideration.
- Assists with orienting new staff on available government benefits.
- Makes arrangements with the Ministry of Finance and the Public Service for the purchase of tickets and use of the Government's bus for staff arrival and departure from work.
- Prepares and maintains Long Service Award Schedule.
- Processes requests for job, NHT and NIS contribution letters. Computes and processes all types of leave; prepares leave records and approval/non-approval letters.
- Ensures that leave records are kept up-to-date and are easily retrievable.
- Provides advice to managers and staff on all types of leave.
- Checks and responds to staff queries/concerns regarding leave eligibility.
- Prepares and circulates notices to staff regarding their maximum of vacation leave eligibility.
- Prepares departmental and vacation leave rosters.
- Monitors attendance registers by updating and drawing red lines daily to indicate officer's unpunctuality.
- Prepares leave information to support submissions (accumulation of vacation leave, payment in lieu of vacation leave, special sick leave, study and no-pay leave) for Human Resource Committee meetings.
- Prepares final leave computations for transfers, resignation and retirement for submission to the relevant stakeholders for continued use, verification and payment as required.

Human Resources

- Participates in preparation and implementation of presentations on role of the Branch for the Orientation/Onboarding programme;
- Contributes and maintains in a harmonious working environment.
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Oral Communication
- Written Communication
- Teamwork and Cooperation
- Interpersonal Skills
- Initiative
- Customer and Quality Focus
- Compliance
- Adaptability
- Integrity
- Methodical
- Problem Solving and Decision Making
- Planning and Organizing
- Goal/Result Oriented
- Managing External Relationships
- Analytical Thinking

Functional/Technical:

- Use of Information, Communication and Technology
- Change Management
- The Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services.
- Government of Jamaica leave administration practices.
- Government of Jamaica benefits administration processes.

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution; plus
- A minimum of two (2) years' experience in a Human Resource Management and Development position in an organisation of similar size and complexity.

Special Condition Associated with the Job:

- Normal office conditions
- May be required to work beyond regular working hours
- Spend long hours sitting and using office equipment

Applications accompanied by résumés should be submitted **no later than Wednesday, 18th February, 2025 to:**

**The Senior Director,
Human Resource Management & Development
Ministry of Local Government & Community Development
61Hagley Park Road
Kingston 10**

Email address: hrd@mlgcd.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**

