



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 62 **OSC Ref. C.5166⁹**

25th March, 2026

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 Chief Personnel Officer (GMG/CTD 1) in the Office of the Services Commissions (Central Government)**, salary starting at \$11,455,206 per annum.

Job Purpose

The incumbent is required to offer leadership/strategic direction in relation to Human Resource matters for the Government of Jamaica and lead/manage/oversee the Secretariat duties of the Office of the Services Commissions, in its support of the Governor-General, the Public Service Commission, the Judicial Service Commission, the Police Service Commission and the Local Government Services Commission.

Key Responsibilities

- Provides technical advice/support, guidance and procedural policy interpretation to the four (4) Services Commissions, and other stakeholders on portfolio issues;
- Advises the Public Service Commission and ensures the provision of advice to the other three (3) Services Commissions in relation to the appointment, discipline, development and separation of Public Officers Central Government, Jamaica Constabulary Force, Judiciary and Local Authorities;
- Represents the Office as required on Boards and Committees;
- Ensures the preparation of submissions, policy papers and briefs for the Governor-General and the four (4) Services Commissions;
- Fosters and guides the development and implementation of HR policies in the Public Service, that provides effective human resources management, in keeping with its mandate;
- Provides advice, guidance and procedural interpretation to the Governor-General, the four (4) Services Commissions, Permanent Secretaries, CEOs/Heads of Department;
- Oversees the formulation, implementation and monitoring of policies and strategies geared towards the effective management of talent (appointment, development), discipline and separation of Public Officers in the Public Service, that satisfies the future Human Resource needs of the Public Service;
- Facilitates the achievement of the whole of Government HR Transformation Agenda;
- Provides strategic direction and advice to ensure that management of the HR functions under its purview are aligned to the wider HR transformation goals of the Government of Jamaica;
- Represents the Office, as required, on Committees and Teams charged with the execution of the HR Transformation Agenda;
- Contributes to the analysis and reporting on the whole of Government performance on HRM&D;
- Leads and manages the Office of the Services Commissions in the achievement of the above strategic objectives.

Planning:

- Establishes, in collaboration with the other senior officers, the strategic direction of the Office in support of the Government's priority programmes;
- Plans, organizes and directs the work of the Office;
- Oversees the creation of the Office's Corporate/Strategic/Operational Plans and Budget;
- Monitors the performance of all Units within the Office against performance targets.

Finance and Audit:

- Promotes the effective and economical use of the Office's funds by the Finance and Accounts Unit in the fulfillment of the Office's objectives;
- Leads the development and monitoring of the Office's budget ensuring operational efficiency and cost effectiveness are observed in expenditure, and takes corrective action, where necessary.

Human Resource Management:

- Guides the development of a comprehensive human resources plan to support recruitment, retention, welfare, training and development of staff;
- Leads the development of, and ensures the implementation of a Succession Planning Programme to facilitate continuity and the availability of requisite skills and competencies to meet the needs of the Office;
- Develops and manages the performance of the Office and its staff, by ensuring the effective implementation of performance monitoring and appraisal system;
- Conducts regular staff meetings and ad-hoc meetings as necessary to share information on development in the Office and any other issues/problems that impact the Office, so as to provide solutions for achieving the objectives;
- Ensures that the Office's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders and clients, ensuring that the Office provides a consistently high level of service to them;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.

General Administration:

- Directs the development, implementation and maintenance of a communication and information management system that facilitates transparent, timely and accessible communication within the Office and to the general public;
- Ensures the provision of efficient property and office services that support the operations of the Office in the achievement of the Office's objectives;
- Monitors the provision of reliable security, disaster management and transport services in the Office;
- Attends and/or chairs meetings on portfolio issues in the Office.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Ability to think and manage strategically
- Excellent leadership and people management skills
- Good planning and organizing skills
- Ability to exercise initiative and sound judgment
- Logical problem-solving and analytical skills
- Excellent interpersonal skills
- Good negotiation and persuasive skills
- Excellent knowledge of the Government of Jamaica (GoJ) HRM&D policies
- Extensive knowledge of the various Service Regulations, Acts and policies governing the operations of the Office of the Services Commission
- Sound knowledge and experience of GoJ operations and Public Sector issues
- Sound knowledge of global and local trends in Public Sector and HR Transformation
- Excellent track record in HR Management excellence and achieving results through others

Minimum Required Qualification and Experience

- Post Graduate qualification in Human Resource Management/Management/Public Administration or any other related field, or any equivalent combination of qualifications and training;
- Ten (10) years' experience as a Human Resource Practitioner, five (5) of which should be at a senior management level, preferably in a Public Sector environment.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- A complex leadership position embracing a range of HR and other management functions.

Applications, accompanied by résumés, should be submitted **no later than Wednesday, 8th April, 2026, to:**

**Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: cpoapplications@osc.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.



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