



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 51
OSC Ref. C.6222¹³

13th 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 to the following posts in the **Post and Telecommunications Department**:

1. **Senior Human Resource Officer (Benefits) (GMG/SEG 1) (Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Senior Human Resource Officer (Staffing) (GMG/SEG 1) (Vacant)**, salary range \$3,501,526 - \$4,709,163 per annum.

1. **Senior Human Resource Officer (Benefits) (GMG/SEG 1)**

Job Purpose

The Senior Human Resource Officer (Benefits) is responsible for managing the administration of pensions, leave, loans, allowances and related benefits for the Department.

Key Responsibilities

Management/Administrative

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRM's Unit Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Benefits Section to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports, as required;
- Represents the Department at meetings/conferences and other fora, as directed;
- Keeps abreast of trends and changes in pensions and benefits administration and makes recommendations for their adoption, where necessary, to enhance the Department's human resource service delivery.

Technical/Professional

- Provides advice to staff on all types of available benefits, leave and pension matters;
- Ensures the effective administration of benefits, leave and pension processes;
- Reviews and signs approval/non-approval letters for benefits;
- Reviews computed leave and signs approval/non-approval letters;
- Oversees the development and maintenance of a travelling officers' database 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;
- Processes requests to use motor vehicle to perform official duties;
- Reviews as well as prepares submissions (seniority allowance, qualification increment, tuition refund, accumulation of vacation leave, payment in lieu of vacation leave, special sick leave, and no-pay leave) to the Human Resource Committee (HRC) meetings for consideration;
- Participates in orienting new staff on available Government benefits;
- Coordinates in collaboration with stakeholders the processing of Long Service Awards;
- Verifies and ensures the circulation of notices to staff regarding their maximum of vacation leave eligibility;
- Verifies departmental and vacation leave rosters prepared for circulation;
- Ensures the maintenance and monitoring of a Retirement Schedule for the Department so that officers are made aware of their retirement date and the documents they are required to submit to process their retirement;
- Ensures that the necessary steps are taken to have final Vacation Leave Computations and Period of Service Records prepared;

- Reviews and submits final Leave Computations for transfers, resignation and retirement to the Internal Audit Unit and the MOFPS for verification respectively;
- Reviews as well as prepares retirement (normal age) submissions to the Human Resource Executive Committee (HREC) for consideration;
- Reviews as well as prepares retirement (early retirement, medical grounds, public interest, and abolition of post) submissions to the Office of the Services Commissions (OSC) for consideration;
- Ensures the processing of pensions and other related benefits through the maintenance of the Public Employee's Pension Administration System (PEPAS).

Human Resource

- 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 Department 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, coaching, 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 and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organization skills
- Ability to work with others in the pursuit of team goals

Technical:

- The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act and Financial Instructions, and other GoJ policies that guides the delivery of HRMD services.
- Current trends in Human Resource Management techniques and practices.
- Pensions (Public Service) Act, 2017.
- Government Employees' (Compassionate Gratuities) Resolution, 1947.
- Government Benefits and Pension Administration processes.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized Tertiary Institution; **plus**
- A minimum of three (3) years' experience in Human Resource Management, preferably in the Public Sector, in an organization of similar size and complexity.

Special Conditions Associated with the Job

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

2. Senior Human Resource Officer (Staffing) (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer (Staffing) is responsible for the coordination of recruitment and selection activities and other staffing arrangements for the Department.

Key Responsibilities

Management/Administrative

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the HRM's Unit Plan;
- Prepares Individual Work Plan;
- Assists with overseeing the operations of the Unit in the absence of the Director, Human Resource Management (HRM);
- Manages the daily operations of the Staffing Section to consistently provide a high level of service to clients;
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in strategic staffing and makes recommendations for their adoption, where necessary, to enhance the Department's human resource service delivery.

Technical/Professional

- Participates in the development and implementation of the Department's recruitment and selection programme;
- Ensures requests for operations of posts are submitted to the Ministry of Finance and the Public Service (MOFPS);
- Prepares submissions (employment, appointment, confirmation of appointment, promotion, acting, reassignment, secondment and resignation to the Human Resource Executive Committee (HREC);
- Assists with the preparation of contracts and gratuity payments;
- Advises staff on human resource policies and procedures;
- Liaises with internal and external stakeholders on personnel issues/matters;
- Participates in the Department's orientation programme;
- Coordinates and participates in the recruitment and selection of staff:
 - Ensures the maintenance of a Recruitment and Selection Schedule for the Department;
 - Prepares and refers advertisements to the Director, Human Resource Management (HRM) and other significant managers for review and circulates approved document to the Office of the Services Commissions (OSC) or other medium for appropriate action;
 - Prepares letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates;
 - Verifies the authenticity of employments documents submitted by candidates;
 - Ensures the coordination of activities for assessment centres such as ensuring logistics arrangements (meeting room, refreshment etc.) and participants are properly notified;
 - Ensures the preparation of interview assessment sheets and packages for panel members;
 - Serves as interview panellists;
 - Liaises with candidates and informs them of date and time of interviews as well as provide them with the relevant information to facilitate easy access to the interview;
 - Tallies results from interviews and assessment centres and submits final report to the Director, HRM for review and directives on next steps;
 - Requests Referee Reports and follow-up with requests;
 - Submits requests to Jamaica Constabulary Force for vetting/background checks to be conducted on prospective employees;
 - Processes letters of application and referrals received from the OSC.
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Coordinates and conducts Exit Interviews;
- Reviews and signs letters/correspondences to staff for staffing arrangements or as directed by the Director, HRMD;
- Coordinates the placement of individuals for summer employment and other internship programmes;
- Ensures the monitoring of temporary employments and acting assignments approved by the HREC and Director, HRMD and that recommendations (inclusive of Performance Evaluation Reports) for appointments/promotions are requested;

- Ensures the monitoring of permanent appointments approved by the HREC and Director, HRMD and those probationary reports for confirmation of appointments are requested;
- Ensures arrangements are made for staff to do medical examinations for confirmation of permanent appointment.

Human Resource

- 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 Department 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, coaching, 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 and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organization skills
- Ability to work with others in the pursuit of team goals

Technical:

- The Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act and Financial Instructions, and other GoJ policies that guides the delivery of HRMD services.
- Current trends in Human Resource Management techniques and practices.
- Government of Jamaica recruitment and selection practices.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized Tertiary Institution; plus
- A minimum of three (3) years' experience in Human Resource Management, preferably in the Public Sector, in an organization of similar size and complexity.

Special Conditions Associated with the Job:

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

Applications accompanied by résumés should be submitted **no later than Thursday, 26th March, 2026 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: hrunit@jamaicapost.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 'M. Greene', with a long horizontal flourish extending to the right.

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