



Office of the Services Commissions

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CIRCULAR No. 60 **OSC Ref. C.6272¹⁹**

18th 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 be assigned to the post of Senior Human Resource Officer (GMG/SEG 1) (Not Vacant) in the Organization and Development Unit HRDM Division, Office of Prime Minister, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

Under the supervision of the Director, Organization and Development, the Senior Human Resource Officer is required to collaborate with managers, supervisors and staff, in the administration of activities for the Performance Management and Appraisal System (PMAS) within the Office of the Prime Minister (OPM) and the Office of the Cabinet (OC).

Key Responsibilities

- Reviews draft Division/Unit Work Plans and Individual Work Plans to ensure quality of content (alignment and completeness in specification);
- Reviews completed individual Performance Appraisal Forms to ensure quality of content and accuracy of scores and takes the necessary action, as required;
- Develops/reviews manuals/handbooks and forms required for PMAS;
- Provides coaching, guidance and information on PMAS related issues to all staff including managers and supervisors;
- Employs the use of surveys, focus groups and other relevant techniques and methodology necessary for Organizational, Divisional/Unit assessment. (Provides assistance in designing instruments for these activities);
- Updates template of HRDM Division's Quarterly OSC Report with information of payments of increment and seniority allowances;
- Updates template of HRDM Division's Quarterly Corporate Planning Report with information related to OD Unit (Performance Management, Job Descriptions, processes/procedures);
- Prepare status report on outstanding Performance Appraisals for submission to managers/supervisors and also for HREC Meetings, (when required);
- Prepares resource material for sensitization sessions & workshops for the Performance Management Appraisal System (PMAS);
- Schedules PMAS sensitization sessions for staff of the Office of the Prime Minister and Office of the Cabinet (to include Orientation of new staff);
- Maintains Database of PMAS records and scores;
- Sends out communication (reminders of the PMAS cycle) so that all staff are aware of the timetable for PMAS related activities over a given Financial Year;
- Monitors the implementation by managers of remedial and corrective action to address poor performance;
- Identifies staff eligible for payment of increment/seniority allowance/award and prepare letters for approval of payment to the respective Officers, their supervisors and the Finance & Accounts Division;
- Coordinates logistic arrangements for meetings for matters relating to PMAS; prepare relevant letters based on decisions/recommendations from these meetings and conduct follow-up action to ensure resolution of such cases.
- Provides assistance in developing/updating output focused Job Descriptions for the required posts in collaboration with managers and supervisors and also developing/updating Organizational Charts;
- Provides assistance in reviewing and updating Manuals, Handbooks;
- Updates employee records (functional situations) and upload scanned copies of documents to MyHr+;
- Provides guidance/assistance to staff in accessing MyHr+.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication and presentation skills
- Excellent interpersonal and customer relations skills (ability to communicate and manage relationship at all levels;
- Excellent time management, planning and organizing skills;
- Excellent research and analytical skills
- Excellent judgement, decision making and problem-solving skills;
- Strong coaching skills;
- Strong change management skills to guide staff through the extensive performance culture change the PMAS represents;

Technical:

- Proficient in the use of current/relevant computer applications especially Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) and MyHr+ System.
- Knowledge of GOJ Performance Management Appraisal System (PMAS) (developing Work Plans and reviewing Performance Evaluation Reports (PERs);
- Knowledge of research and data analysis techniques;
- Knowledge of information management system;
- Knowledge of GoJ policies and procedures;
- Knowledge of GoJ regulations and guidelines (Staff Orders, Public Service Regulations; Public Procurement Act; FAA Act).

Minimum Required Qualification and Experience

- Undergraduate Degree in Human Resource Management/Development or Public Administration or Business Administration or Social Science from a recognized tertiary institution;
- Training in the operation of the GoJ Guideline Performance Management and Appraisal System or specialized training in Performance Management;
- At least one (1) year work experience in Performance Management

Applications accompanied by résumés should be submitted **no later than Tuesday, 31st March, 2026, to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.gov.jm

Kindly indicate the job title of interest in your Application Letter/Email.

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)**