



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 134 **OSC Ref. C.6276¹⁶**

6th July, 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 **Assistant Human Resource Officer (GMG/AM 3) (Benefits Administration)**, in the **Human Resource Management and Development Branch, Corporate Services Division, Ministry of Local Government and Community Development**, salary: \$2,190,302 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 Branch. 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 Refunds.

Key Responsibilities

Technical/Professional:

- Computes and processes all types of Leave; prepares Leave Records and approval/non-approval letters;
- Ensures that benefits 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 Vacation Leave eligibility;
- Prepares Departmental and Vacation Leave Rosters;
- Monitors Attendance Registers by updating and drawing red lines daily to indicate officers' 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 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;
- Provides advice to Managers and staff on all types of available benefits;
- Processes requests for Job, NHT and NIS Contribution Letters;
- 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's arrival and departure;
- Prepares and maintains Long Service Award Schedule;
- Prepares final Leave Computations for transfers, resignation and retirement, for submission to the relevant stakeholders for continued use, verification and payment, as required.

Management/Administrative:

- Represents the Ministry at meetings, conferences and other fora, as directed;
- Provides administrative support in respect of Leave and Benefits matters;
- Keeps staff abreast of Human Resource policies and regulations.

Human Resource:

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

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Teamwork and cooperation
- Good interpersonal skills
- Takes initiative
- Good customer and quality focus
- Compliance
- Adaptability
- Sound integrity
- Methodical
- Good problem solving and decision making skills
- Good planning and organizing skills
- Goal/Result oriented
- Ability to manage external relationships
- Good analytical thinking skills

Technical:

Knowledge of:

- 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;
- Two (2) years' experience in a Human Resource Management and Development position, in an Organisation of similar size and complexity.

Special Conditions Associated with the Job

- 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 Friday, 17th July, 2026, to:**

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

Email: 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)**

