



Office of the Services Commissions

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CIRCULAR No. 151 **OSC Ref. C.6544⁵**

4th August, 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/be assigned to the following posts in the **Houses of Parliament**:

1. **Manager, Talent Development and Performance Analytics (GMG/SEG 3) (vacant) –** salary: \$5,198,035 per annum.
2. **Manager, Organization Development and Change Management (contractual) (GMG/SEG 3) -** salary: \$5,198,035 per annum.
3. **Human Resource Business Partner (GMG/SEG 1) (vacant) -** salary: \$3,501,526 per annum.
4. **Human Resource Administrator (GMG/AM 4) (vacant) –** salary: \$2,803,771 per annum.

1. Manager, Talent Development and Performance Analytics (GMG/SEG 3)

Job Purpose

The Talent Development and Performance Analytics Manager is responsible for the strategic planning, implementation, and continuous improvement of learning and development, performance management, and workforce analytics within the Houses of Parliament.

Key Responsibilities

Technical/Professional:

- Designs, coordinates and implements strategic and annual training and development programmes aligned to the Houses of Parliament's objectives and individual development plans of staff members;
- Conducts periodic Training Needs Analysis using both qualitative and quantitative methods and translates findings into actionable learning and development initiatives;
- Develops and maintains tools, templates and systems to support performance management, including performance agreements, improvement plans and appraisal matrices;
- Prepares and delivers high-quality data analytics reports on workforce performance, training outcomes, and developmental interventions;
- Facilitates workshops and training sessions to build internal capacity in areas such as goal setting, performance coaching, feedback delivery, and analytics interpretation;
- Evaluates the effectiveness and return on investment of training programmes, using post-training assessments, feedback loops and performance metrics.

Management / Administrative

- Maintains and updates performance and training records in relevant databases, ensuring data integrity, confidentiality and accessibility;
- Coordinates scheduling, logistics and administrative support for internal and external training activities, including contracting service providers, booking venues and managing participant lists;
- Prepares reports, briefings, and data summaries for submission to the Director, Human Resources, Human Resource Executive Committee, and other governance bodies;

- Supports the preparation and monitoring of the Training and Development budget, including tracking expenditure and providing cost-benefit analyses of learning initiatives;
- Liaises with external training institutions, consultants and professional bodies to identify credible development opportunities and ensure alignment with the public sector competency framework;
- Monitors compliance with internal deadlines for performance appraisals, performance feedback and training evaluation submissions;
- Maintains updated standard operating procedures, guidelines and process documentation for all aspects of the performance and development framework.

Other

- Represents the Human Resource Unit on committees and working groups related to organizational development, HR policy, or institutional strengthening;
- Keep abreast of trends and best practices in talent management, organizational development, public sector performance frameworks, and HR analytics;
- Contributes to culture-building initiatives, including employee engagement efforts and programmes designed to reinforce values, recognition and accountability;
- Maintains HR records and confidentiality in accordance with the Data-Protection Act and other legal or ethical standards recognized in the profession; conduct quarterly access-log reviews;
- Performs any other related duties assigned by the Manager, Human Resource Business Partnerships or Director, Human Resources, in alignment with the strategic priorities of the Houses of Parliament.

Required Knowledge, Skills and Competencies

Core

- Demonstrates integrity, confidentiality, and professionalism in managing sensitive performance and HR data;
- Builds trust and demonstrate emotional intelligence when interacting with staff across all levels;
- Strong oral and written communication skills, with the ability to clearly convey training content, development strategies, and analytical findings;
- Applies critical thinking and analytical skills to evaluate data trends, identify performance gaps, and make evidence-based recommendations;
- Demonstrates strong planning and organizing abilities, ensuring timely execution of the performance management cycle, training plans, and reporting obligations;
- Displays problem-solving and decision-making skills, particularly in designing and implementing solutions to support employee development and performance improvement;
- Shows adaptability and initiative in responding to emerging workforce development and performance.

Technical

- Sound understanding of the Government of Jamaica's Performance Management and Appraisal System (PMAS), including the full performance cycle, calibration, and evaluation tools;
- Working knowledge of talent management practices, including career development planning, employee engagement strategies, and succession planning concepts;
- Proficient in the use of HRIS platforms (e.g., MyHR+) and Microsoft Office Suite (Excel, PowerPoint, Word) for data tracking, visualization, and reporting;
- Familiarity with GOJ HR policies and procedures, including relevant sections of the Staff Orders, Public Service Regulations, and policies on employee development;
- Ability to draft and interpret guidelines, operational manuals, and communication materials related to performance management and training.

Functional

- Knowledge of adult learning principles and instructional design to tailor training programmes to staff needs;
- Ability to track performance trends and talent development outcomes and translate these insights into practical HR interventions;
- Strong interpersonal and facilitation skills, with the ability to conduct coaching or development sessions with individuals and teams;
- Competence in preparing reports, proposals, and performance summaries for submission to senior management and oversight bodies;

- Awareness of data security and confidentiality standards related to personnel performance records.

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management, Human Resource Development, Organisational Development, Public Administration/ Public Sector Management, or a related discipline.

AND

- Five (5) years progressive work experience in Human Resource Management, two (2) of which should be at the managerial level in the private or public sector in a similar or related capacity.
- Experience working with GoJ HRM policies, Staff Orders, MyHR+ and the Delegated Functions Framework would be an asset.
- Training in Leadership and Change Management would be an asset.

Special Conditions of Work

- High-pressure, politically sensitive environment demanding strict confidentiality
- May be required to work outside normal working hours
- Required to travel for external meetings and to arrange for staff activities.

2. Manager, Organization Development and Change Management (GMG/SEG 3)

Job Purpose

The Manager, Organization Development & Change Management is responsible for leading institutional transformation and change initiatives that promote organizational agility, performance, and alignment with the Houses of Parliament's strategic goals. The incumbent provides strategic leadership in workforce planning, organizational design, leadership development, change readiness, and culture transformation ensuring alignment with the Government of Jamaica's Public Sector modernization agenda and long-term institutional resilience.

Key Responsibilities

Technical/ Professional:

- Provides expert advice to senior leadership on organization design, workforce transformation, and performance alignment;
- Leads the development of change and organization development (OD) frameworks consistent with GoJ priorities and the strategic direction of the Houses of Parliament;
- Designs and leads change initiatives using evidence-based methodologies (e.g., ADKAR, Kotter);
- Conducts readiness assessments, impact analysis, and risk mitigation strategies to support seamless transitions;
- Leads stakeholder engagement and change communication activities across departments;
- Conducts diagnostics to assess organizational health, identify gaps, and recommend interventions;
- Supports culture change strategies to foster innovation, accountability, and a high-performance environment;
- Facilitates strategic planning and performance alignment workshops;
- Leads strategic workforce planning processes to ensure capacity meets long-term institutional needs;
- Collaborates with HR teams on succession planning and leadership development initiatives;
- Analyzes workforce data to inform structure and talent deployment decisions;
- Defines performance indicators for OD and change projects;
- Evaluates the impact and return on investment (ROI) of OD interventions;
- Produces periodic progress reports and strategic insights for decision-making;
- Coaches change agents and department heads in leading change and driving engagement;
- Delivers high-impact training and development sessions aligned to OD goals;
- Keeps abreast of local and international OD and change trends to inform best practices;

- Performs other related activities as requested by the Director, Human Resources.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and leadership skills
- Strong oral and written communication skills
- Strategic thinking and problem-solving ability
- High emotional intelligence and conflict resolution skills
- Ability to manage ambiguity and lead through change

Technical

- Advanced knowledge of OD and change management models (e.g., ADKAR, Kotter)
- Experience in public sector reform, HR strategy, and workforce planning
- Proficiency in MS Office Suite and HR analytics tools
- Ability to conduct diagnostics and interpret workforce data
- Knowledge of GoJ HR policies, legislation, and modernization frameworks

Minimum Required Qualification and Experience

- Master's Degree in Organizational Development, Human Resource Management, Human Development, Psychology, Public Sector Management, Management or related discipline
- At least five (5) years of relevant experience including two (2) years at the managerial level
- Proven track record in managing Organization Development or Change Management programmes

OR

- Bachelor's Degree in Human Resource Management, Psychology, Public Sector Management, Management or related discipline
- At least ten (10) years of relevant experience including two (5) years at the managerial level
- Proven track record in managing Organization Development or Change Management programmes.

Special Conditions Associated with the Job

- Primarily office-based with flexibility for remote or field engagements.
- May require extended hours to meet project deliverables and timelines.
- May be required to travel locally (including constituency offices) and overseas for conferences, workshops and other events.

3. Human Resource Business Partner (GMG/SEG 1)

Job Purpose

Under the direction of the Manager, Human Resource Management Development Business Partnerships, the Human Resource Business Partner serves as a key liaison between the Human Resource Branch and internal stakeholders, providing expert guidance on HR (Human Resource) policies, performance management, talent development, employee relations, and workforce planning. The incumbent ensures that HR interventions are aligned with organisational priorities and legislative requirements, and supports a culture of continuous improvement, engagement and accountability.

Key Responsibilities

Technical/ Professional:

- Serves as the primary HR point of contact for assigned Divisions/Departments, providing strategic and day-to-day support on recruitment, leave management, employee relations, performance management, and policy interpretation;
- Acts as the HR liaison for Parliamentarians and Constituency Staff, where applicable, providing support in onboarding, policy interpretation, and the coordination of learning or induction activities;

- Collaborates with the Manager and Director to execute workforce planning and organisational design initiatives, including establishment reviews, post evaluations, and succession support;
- Supports organisational restructuring, change management, and staff reallocation initiatives by preparing establishment documentation, communicating with staff, and supporting transition planning;
- Coordinates the performance management cycle within assigned areas, ensuring timely goal setting, mid-year reviews, year-end evaluations, and the implementation of performance improvement plans where necessary;
- Facilitates the onboarding, orientation, and probation monitoring process for new and returning staff, ensuring completion of required forms and policy briefings;
- Maintains and monitor leave, separation, and grievance case records in accordance with legal and policy standards, escalating complex matters to the Manager or Director;
- Provides accurate and timely inputs into HR systems (e.g., MyHR+) for transactions related to hiring, promotions, transfers, separations, and leave, and support the integrity of employee records;
- Prepares documentation and coordinate preliminary actions in disciplinary or misconduct investigations in accordance with GOJ protocols, escalating as required;
- Participates in the design and implementation of training and development activities, including training needs identification and follow-up of interventions for performance gaps;
- Monitors staff well-being, team dynamics, and morale indicators in assigned areas, and share early warning signals of organisational risk with HR leadership;
- Support compliance and audit readiness by maintaining digital and physical HR documentation in line with Records Management and Data Protection standards;
- Collaborates with the HR analytics function to provide data inputs and contextual insights into trends, such as absenteeism, turnover, utilisation, or engagement;
- Proactively flag emerging HR risks in assigned areas (e.g., absenteeism, conflict trends, skill gaps, morale dips) and propose early-stage interventions.

Management / Administrative

- Prepares monthly, quarterly, and ad hoc HR status reports for assigned Departments, including updates on vacancies, recruitment status, performance appraisals, and leave balances;
- Ensures accurate and timely entry of HR data in the Human Resource Management Information System (e.g., MyHR+), and initiate follow-up on incomplete workflows;
- Supports HR-related budgeting processes by supplying data on establishment, staff costs, contracts, and overtime projections;
- Assists with collating and responding to HR data requests from oversight bodies such as the Ministry of Finance and the Public Service (MOFPS), Office of the Services Commissions, the Auditor General Department and the Accountant General Department;
- Maintains logs of service delivery to assigned units (e.g., grievance resolution, leave consultations, performance coaching) and escalate unresolved matters to the Manager;
- Liaises with managers to ensure the consistent implementation of HR policy, SOPs, and procedures, and prepares documentation for HR policy breaches or corrective actions;
- Participates in the development and continuous improvement of HR tools, manuals, SOPs, and service standards in collaboration with other HR team members;
- Contributes to internal knowledge-sharing activities and maintains an up-to-date working file of resources relevant to assigned HR functions.

Other

- Represents the HR Business Partnership & Employee Services (HRBP-ES) Branch on committees, working groups, and internal consultations related to organisational development, people management, or employee experience;
- Provides technical support to new HR initiatives and projects, including engagement surveys, ethics reporting, wellness interventions, and talent reviews;
- Remains current with relevant Labour Laws, Public Sector HR policies, and Houses of Parliament Staff Guidelines, including Staff Orders and Public Service Regulations.

Required Knowledge, Skills and Competencies

Core

- Demonstrates integrity, confidentiality, and professionalism in managing sensitive performance and HR data.
- Builds trust and demonstrate emotional intelligence when interacting with staff across all levels.

- Strong oral and written communication skills, with the ability to clearly convey training content, development strategies, and analytical findings.
- Applies critical thinking and analytical skills to evaluate data trends, identify performance gaps, and make evidence-based recommendation.
- Demonstrates strong planning and organizing abilities, ensuring timely execution of the performance management cycle, training plans, and reporting obligations.
- Displays problem-solving and decision-making skills, particularly in designing and implementing solutions to support employee development and performance improvement.
- Shows adaptability and initiative in responding to emerging workforce development and performance needs.
- Demonstrates a commitment to continuous improvement and promoting a culture of high performance, accountability, and learning.

Technical

- Sound understanding of the Government of Jamaica's Performance Management and Appraisal System (PMAS), including the full performance cycle, calibration, and evaluation tools.
- Ability to design, implement, and evaluate training programmes, including conducting training needs assessments and preparing learning content and post-training evaluations.
- Proficiency in collecting, analyzing, and reporting HR and performance data, with the ability to produce dashboards and statistical summaries to inform decision-making.
- Working knowledge of talent management practices, including career development planning, employee engagement strategies, and succession planning concepts.
- Proficient in the use of HRIS platforms (e.g., MyHR+) and Microsoft Office Suite (Excel, PowerPoint, Word) for data tracking, visualization, and reporting.
- Familiarity with GOJ HR policies and procedures, including relevant sections of the Staff Orders, Public Service Regulations, and policies on employee development.
- Ability to draft and interpret guidelines, operational manuals, and communication materials related to performance management and training.

Functional

- Knowledge of adult learning principles and instructional design to tailor training programmes to staff needs.
- Ability to track performance trends and talent development outcomes and translate these insights into practical HR interventions.
- Strong interpersonal and facilitation skills, with the ability to conduct coaching or development sessions with individuals and teams.
- Competence in preparing reports, proposals, and performance summaries for submission to senior management and oversight bodies.
- Awareness of data security and confidentiality standards related to personnel performance records.
- Capacity to work independently and collaboratively, managing multiple priorities with attention to detail and accountability.

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology, Education and Training or related discipline from a recognized tertiary institution
- AND**
- At least three (3) years of experience in a human resource management role, preferably in the public sector.
 - Experience working with GoJ HRM policies, Staff Orders, PMAS, MyHR+ and the Delegated Functions Framework would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond standard working hours to meet operational demands.
- Required to maintain high levels of confidentiality and discretion in handling sensitive personnel information.
- May be required to attend meetings or training sessions offsite or in other jurisdictions.
- Must be able to manage competing priorities under time-sensitive conditions.
- May be required to work outside normal working hours.

4. Human Resource Administrator (GMG/AM 4)

Job Purpose

Under the general supervision of the Director, Human Resources, the incumbent is responsible for providing secretarial and administrative support for the Branch, ensuring smooth operations through the coordination and implementation of key HR activities. These include recruitment and onboarding, employee relations, performance management, leave and attendance administration, HR records management, and policy compliance.

The incumbent ensures that HR operations comply with Government of Jamaica (GoJ) regulations, policies, and service delivery standards. The role includes staff supervision, HR process coordination, and performance reporting to act as a key liaison between employees, management and stakeholders.

Key Responsibilities

Management/Administrative

- Develops individual's Work Plan aligned with Branch objectives;
- Maintains HR database and analyse the data to assist in the preparation of reports, briefs, and presentations for the Director and senior management;
- Maintains calendars, schedules meetings, and supports the logistical coordination of HR activities and events;
- Maintains awareness of changes in GoJ HR policies and communicates updates to relevant stakeholders.

Technical/Professional

- Coordinates recruitment activities including preparation of job advertisements, screening, scheduling interviews, preparing interview packages, and communication with candidates;
- Administers onboarding and orientation for new employees, ensuring completion of required documentation and introduction to key policies and procedures;
- Supports the leave management system by maintaining accurate leave balances, monitoring leave requests, and preparing monthly reports;
- Monitors attendance and punctuality data and assists in the preparation of related reports for management;
- Assists with the coordination of the performance management process, including tracking submission of appraisals, supporting training on the PMAS system, and escalating delays;
- Maintains and updates confidential HR records, personnel files, and HR information systems in accordance with data protection guidelines;
- Prepares HR-related documents such as appointment letters, internal memos, status updates, and statistical reports;
- Assists in employee relations matters by documenting issues, facilitating communication, and ensuring appropriate follow-up;
- Supports compliance with HR-related circulars, guidelines, and directives from the Ministry of Finance and the Public Service and the Office of the Services Commissions; Participates in audits and inspections by providing necessary documentation and responding to queries;
- Performs other related activities as requested by the Director, Human Resources.

Required Knowledge, Skills and Competencies

- Working knowledge of HR best practices, Public Service Regulations, and GoJ HR policies
- Sound knowledge of recruitment, onboarding, and leave administration procedures
- Good interpersonal and communication skills
- Ability to handle confidential information with discretion
- Strong organizational and record keeping skills
- Proficient in Microsoft Office Suite and HRIS platforms
- Ability to work independently and collaboratively

Minimum Required Qualification and Experience

- Bachelor's Degree in Human Resource Management or Business Administration with at least three (3) years' experience in a human resource management environment;
- OR**
- Diploma in Human Resource Management or Business Administration with at least five (5) years' experience in a human resource management environment.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 18th August, 2026, to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: hrrecruitment@japarliament.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)**