



## Office of the Services Commissions

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### **CIRCULAR No. 422** **OSC Ref. C. 6276<sup>13</sup>**

**4<sup>th</sup> October, 2022**

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 **Personnel Officer (GMG/AM 4) (Contract)** in the **Social Development Commission**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Reporting to the Personnel Manager, the Personnel Officer is required to manage HR activities as it relates to Recruitment (support staff), Contracts (new and renewed), Employees' Benefits, Plan and implement Workshops/Learning space and Staff Socials.

Assists Personnel Manager in updating the Commission's Policy and Procedure Manual in keeping with policy changes. Revises Job Descriptions and Specification for ancillary staff, as required, in consultation with Divisional Heads/Managers. Assists with the updating of HRM, Standard Operating Procedure Manual; Collates and prepares reports for Division/Insurance Company/Ministries. Organizes work schedule for employees directly supervised and conducts Bi-annual Appraisals.

#### **Key Responsibilities**

##### ***Records Management:***

- Supervises Office Attendants stationed at the Corporate Office;
- Manages Leave Management System for all staff;
- Amends/Revises Job Descriptions and Specifications for ancillary staff;
- Manages Commission's Group Life and Health Insurance;
- Manages Annual Summer Employment (NYS, HEART and Petrojam) Programme;
- Assists with the planning and implementation of staff functions organized by HRM&D Division;
- Be cognizant of all correspondence submitted to the Division for the HR Manager's attention and ensures they are routed for appropriate action within reasonable time frame;
- Ensures that all files placed in pending dip are addressed on/or before the tenth (10<sup>th</sup>) of each month;
- Monitors to ensure HR Filing System is consistent with Government regulations. Makes random checks to ensure that files are so organized in cabinet to allow for easy access to information and protected to ensure that confidentiality is not breached and documents are secure.

##### ***Supervisory Function:***

- Provides leadership to staff by setting targets in keeping with Work Plan;
- Conducts Bi-annual Appraisal interviews;
- Guides staff through coaching, mentoring, training and the provision of assistance and support as needed;
- Ensures that staff training and development needs are identified and addressed;
- Participates in the recruitment of staff;
- Approves leave for Attendants.

##### ***Maintains an accurate Leave Management System for Staff:***

- Acknowledges, processes and gives feedback to Supervisor/incumbent regarding leave request made;
- Monitors entitlement of all staff and prepares quarterly Leave Entitlement Advisory for Parish Managers/Divisional Heads information;
- Calculates leave for termination/resignation, dissolution of Contract and end of Contract purposes;
- Adjusts Leave Ledger in accordance with contract amendment that will affect leave and gratuity payment, to ensure accuracy in reporting;

- Prepares bi-annual leave receipts outlining leave taking by staff during the past six (6) months. Ensures that receipts are signed in acknowledgement, returned and placed on each individual file;
- Plans and organizes Information Sessions as need arises with Parish Administrators as per HR procedures.

***Amends/revises Job Description and Specification as necessary:***

- Assists with the formulation/revision of Job Descriptions for ancillary staff within the SDC in keeping with the Commission strategic direction;
- Ensures that up-to-date Job Descriptions for employees are enclosed on files;
- Assists with the preparing and postings of internal and external advertisements;

***Manages Commission's Group Life and Health Insurance:***

- Prepares and submits to the Finance and Administration Division accurate monthly premium statements for payment to Group Life Insurance;
- Liaises with Finance and Admin to ensure payment is prepared. Ensures that cheque along with report are forwarded to service provider on/or before the fifteenth (15<sup>th</sup>) of each month;
- Conducts Annual Survey to ensure Life Insurance Benefits receiving under current Contract are competitive;
- Works with the Payroll Supervisor and compiles GEASO Report and submits same to the Ministry of Finance and Sagicor on or before the fifth (5<sup>th</sup>) of each month.

***Manages Annual Summer Employment (NYS, HEART and Petrojam) Programme:***

- Manages Summer Interns assigned to SDC by ensuring that participants are assigned to a Division/Parish and meaningfully engaged;
- Plans assignments for participant/s assigned to the HRM&D Division and ensures that Attendance Register is duly submitted to Petrojam and NYS to ensure payment;
- Prepares Evaluation Report for submission on overall performance during their tenure;
- Assists participants with PowerPoint Presentation to Management Team;
- Prepares Budget and plans farewell upon their exit at the end of the programme.

***Staff Functions:***

- Assists with the planning, and implementation of staff functions as it relates to; Recognition, Long Service and Retirement Banquets;
- Assists with the planning and organizing of workshops/seminars/information sessions/meetings that will enhance staff development.

***Secretarial Functions:***

- Prepares Monthly and Quarterly Reports (Employees Audit, Group Health and Life Insurance, monthly report), for Supervisor's approval;
- Manages the Manager's incoming calls, receive and communicates messages;
- Arranges refreshment/lunches for meetings and provides secretarial service at meetings where necessary, and ensures that the room is prepared for the meeting;
- Orients new employees on policy and procedure, work rule and performance expectation;
- Compiles preliminary short list of applications received for Secretaries, Parish Administrators, Telephone Operators, Clerical Officers, Drivers, Office Assistants and assist in the preparation of interviews. Administers appropriate tests, application form etc.;
- Conducts stock inventory on a monthly basis;
- Prepares Contract of employment for new and renew staff members;
- Manages Ham Project on an annual basis;
- Logs Transport Allowance Vouchers and prepares Delinquent List on a monthly basis;
- Assists HR Officer by summarizing/condensing highlights submitted from Division/Parishes for HR Newsletter. Proof-reads Newsletter for circulation on a quarterly basis;
- Prepares end of Contract, gratuity payment, Staff Meeting listing etc.;
- Introduces new employee to staff and participates in the Orientation and Induction Exercise;
- Performs any other related duties as may be assigned by any duly authorized person.

**Required Knowledge, Skills and Competencies**

- Excellent oral (incl. presentation) and written communication skills
- Proficiency in the use of relevant computer applications: Microsoft Office Suite
- Excellent knowledge of Government's Human Resource Management practices and methodologies
- Excellent organizational, time-management skills and high level of initiative and flexibility
- Good leadership skills
- Good problem-solving and decision-making skills

- Excellent interpersonal skills
- Teamwork and co-operation
- Compliance
- Good planning and organizing skills

#### **Minimum Required Qualification and Experience**

- Bachelor of Science in Human Resource Management or other related discipline from a recognized tertiary institution;
- Diploma/Certificate in Business Administration;
- Certified Professional Administration (CPA) would be an asset;
- Computer literacy in Microsoft Word, Excel, Access, Publisher, PowerPoint;
- Four (4) years' experience in the field.

#### **Special Condition Associated with the Job**

- Overtime hours may be required to accomplish objectives (not eligible for overtime payment);
- May be required to travel with or without Supervisor to Parish as the need arise;
- Will be required to represent organization at seminars, conferences, workshops;
- Will be required to represent Department/Organization at funerals (current staff/pensioners).

Applications accompanied by résumés should be submitted **no later than Tuesday, 18<sup>th</sup> October, 2022 to:**

**Senior Director  
Human Resource Management and Development Division  
Social Development Commission  
22 Camp Road  
Kingston 4**

Email: [hr@sdcc.gov.jm](mailto:hr@sdcc.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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**