



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Assistant Human Resource Officer (Leave/Loan)
JOB GRADE:	GMG/AM 3 (Proposed Upgrade)
POST NUMBER:	
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
-	
SECTION/UNIT:	Employee Relations Unit
REPORTS TO:	Human Resource Officer
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the supervision of the Human Resource Officer, the incumbent undertakes duties relating to the processing of leave and loans within the Ministry's Head Office and the Regional Health Authorities.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Loans, allowances and grants processed;
- Letters prepared and issued;
- Leave correspondence database created;
- Leave accumulation computed
- Advice and guidance provided to managers and staff;
- Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Prepares individual work plan;
- Checks completed documents to ensure accuracy and compliance with Government of Jamaica Policies and Regulations;
- Provides advice to directors, managers and staff on all types of loans, allowances and grants;
- Keeps staff abreast of Human Resource policies and regulations;
- Prepares Status Reports on activities performed.

B.) Technical /Profession Responsibilities:

Asst. Human Resource Officer, Corporate Services
Division/Human Resource Management & Development Branch,
Ministry of Health,
Prepared: By HR Consultant, July 25, 2016.

- Assists in processing applications for loans from officers;
- Assists in examining applications to ensure that they are properly prepared;
- Assists in verifying that officers are eligible for specific benefits;
- Prepares and issues appropriate response/letters to officers regarding application for benefits;
- Coordinates motor car loan applications from staff in the Ministry's Head Office and Regional Health Authorities for submission to the Human Resource Officer;
- Coordinates applications for motor car concession for staff in the Ministry's Head Office and Regional Health Authorities for submission to the Human Resource Officer;
- Liaises with the Finance and Accounts Division to ensure that appropriate arrangements are in place and repayment of loans and allowances are done in accordance with stipulated regulations;
- Creates and updates leave correspondence database for easy reference and ease of access;
- Updates computerized database with leave particulars to calculate leave eligibility;
- Processes all types of leave for members of staff in the Ministry's Head Office and Regional Health Authorities;
- Prepares leave computation and submit to the Ministry of Finance and the Public Service for verification;
- Signs and dispatches leave grants that have been approved;
- Provides detailed leave computation for employees who have been transferred to other Ministries, Departments and retirement purposes;
- Responds to written and verbal requests for information relating to leave;
- Prepares sick/injury leave information for submission to the Director, Employee Relations;

- Advises the Accountant General's Department whenever officers proceed on leave and whenever officers resume employment;
- Determines eligibility and compute leave entitlement for individuals resigning from the Ministry;
- Advises the Finance and Accounts Division to effect payment in keeping with leave entitlement.
- Refers matters pertaining to breach of Staff Orders and Public Service Regulations in relation to leave to the Human Resource Officer,.
- Provides advice to staff at the Ministry's Head Offices and Regional Health Authorities on leave entitlement, and other benefits.
- Follow-up on leave computation submitted to the Ministry of Finance and the Public Service.

C.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured):

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;
- Loans, allowances and grants processed in accordance with established guidelines;
- Letters prepared and issued in a timely manner;
- Database created in accordance with established standards and within the agreed timeframe;
- Leave accumulation computed in accordance with set guidelines;
- Advice and guidance provided to managers and staff are current, accurate and sound;
- Reports prepared are accurate, comprehensive and produced within specified

time frame;

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director Employee Relations	Obtains/gives advice, receive directives, guidance, general information and provide feedback.
Human Resource Officer	Obtains/gives advice, receive directives, and guidance, work assignments, provide reports, recommendations, general information and feedback
Other members of staff in the Ministry	Discuss issues in relation to relevant activities
Regional Health Authorities	Collaborate, obtain and share information, discuss issues

ii) External Contacts

Contact	Purpose of Communication
Ministry of Finance and the Public Service /SHRMD)	Discussion on matters related to motor vehicle miscellaneous and other loans, leave computation
Office of the Services Commissions	To obtain information, clarification of policy
Accountant General's Department	Share information on vacation leave, motor vehicle loans

6. REQUIRED COMPETENCIES:

Core

- Strong presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Good planning and time management skills;

- Strong decision-making, critical thinking and problem solving skills;
- Ability to exercise sound judgement and attention to detail;
- Excellent skills in teamwork and cooperation;
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Strong knowledge of Government's regulations and procedures;
- Strong knowledge of Human Resource Management principles and practices;
- Strong knowledge of Government's policies and procedures on benefits
- Excellent knowledge on the computation of leave and salaries;
- Knowledge of the Ministry's policies and procedures;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- First Degree in Human Resource Management/Public Administration with three (3) years related experience;
- Training in Government of Jamaica's accumulation and computation of leave and other benefits;
- Training in Customer Service

OR

- Diploma in Human Resource Management with six (6) years related experience
- Training in Government of Jamaica's accumulation and computation of leave and other benefits;
- Training in Customer Service;
- Any other equivalent combination of qualification and experience..

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

- To request confidential employee records.
- To issue relevant letters

10. WORKING CONDITIONS:

- Normal office conditions.