



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM (Proposed Upgrade)
POST NUMBER:	27319
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Employee Relations Unit
REPORTS TO:	Director Employee Relations
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 Director Employee Relations, the incumbent has responsibility for managing the separation benefits process for the Ministry's Head Office and Regional staff in accordance with the relevant Acts and Regulations

The incumbent also ensures that all members of staff are registered with the National Housing Trust and the National Insurance Scheme. .

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Retirement schedule developed;
- Documents and information retrieved;
- Officers advised of retirement date;
- Attendance register monitored;
- Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Prepares and maintains internal circulars;
- Ensures that all circulars, rules regulations and other information pertaining to the Employee Relations Unit are received;
- Ensures that all members of staff who are liable to pay National Housing Trust and the National Insurance Scheme are registered;
- Prepares quarterly reports on activities performed.

B.) Technical /Professional Responsibilities:

- Prepares individual Work Plan;

- Researches data to determine the number of officers attaining fifty-nine (59) years and collate;
- Seeks approval from OSC for prospective officers to be retired from the Public Service on the grounds of age, ill health, early retirement, resignation re-organisation and acknowledgement of death;
- Liaises with external ministries in retrieving documents and information necessary for the processing of death benefits and pension gratuity;
- Liaises with ministries to obtain leave computation where officers have been transferred/seconded;
- Requests approval from the OSC for officers to proceed on pre-retirement leave;
- Advises officers of the date on which to proceed on their pre-retirement leave;
- Provides response to queries;
- Prepares letters of linkages and keeps a record of all persons proceeding on pre-retirement leave;
- Advises Ministry of Finance and the Public Service (Pensions Branch) on retirees' indebtedness to the government;
- Keeps a record of all documents referred to the Pension section as well as payments of awards made in respect of Pension gratuity of ex-gratia;
- Makes request to the Ministry of Finance and the Public Service for no-pay leave in excess of One Hundred and Eighty (180) days;
- Ensures that all outstanding salary payments in respect of deceased officers are forwarded to the Administration General's Department to be credited to the estate of the deceased;
- Batches Service Records to be updated by researching files for information pertaining to period of leave granted, appointments, revision of salaries, increments and seniority allowances paid, transfers, secondments, medical reports and disciplinary charges etc;
- Researches and submits information to the Director, Employee Relations to prepare reports of activities performed within the unit for review of the Senior Management meeting
- Prepares list of names for long service award and submits to the Director, Performance Management;

- Monitors attendance register and examines absences and late arrivals, prepares monthly report and refer to Director, Employee Relations for necessary action.

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;
- Retirement schedule developed in the approved format in keeping with the Offices of the Services Commissions guidelines and submitted in a timely manner;
- Documents and information of prospective retirees' retrieved in a timely manner ;
- Officers advised of retirement date on a timely basis;
- Attendance register monitored in keeping with set principles and standards;
- Reports prepared are accurate, comprehensive and produced within specified time frame;
- Confidentiality and integrity are exercised at all times.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Human Resource Management & Development	Obtains/gives advice, receive directives, guidance, general information and provide feedback.
Director Employee Relations	Obtains/gives advice, receive directives, and

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Resource Management & Development Branch,
Ministry of Health,
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Contact (Title)	Purpose of Communication
	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)	Advice on retirees' indebtedness
Office of the Services Commissions	Discuss issues in relation to retirement schedule and separation of staff
Administrator General's Department	Salary payments of deceased officer

6. REQUIRED COMPETENCIES:

Core

- Strong presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Excellent planning and time management skills;
- Strong decision-making, critical thinking and problem solving skills;
- Excellent leadership, networking and relationship-building skills;
- Ability to exercise sound judgement and attention to detail;
- Excellent skills in teamwork and cooperation;
- Strong goal/result orientation;
- Ability to use initiative;
- Confidentiality;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Good knowledge of Government's regulations and procedures;
- Good knowledge of Government's policies and procedures on benefits

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- Knowledge of regulations governing the Ministry of Health;
- Knowledge on the computation of leave and salaries;
- Familiarity with the Staff Orders for the Public Service ;
- 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;

OR

- Certificate or Diploma in Human Resource Management or Management;
- Three (3) years related working 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 personal records.

10. WORKING CONDITIONS:

- Normal office conditions.