CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Assistant Human Resource Officer (HRMIS)
JOB GRADE:	GMG/AM 3(Proposed Upgrade)
POST NUMBER:	
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Human Resource Management Unit
R**EPORTS TO:**	Human Resource Manager
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, Human Resource Management, the Human Resource Management Information Systems Officer (HRMIS) maintains workforce data, manually and electronically, to facilitate administrative processes associated with Human Resource Management and Development.

The incumbent is also responsible for collecting, analysing and providing information that will inform decision-making and strategy development.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Human Resource Management Information System (HRMIS) Database created and maintained;
- Research conducted, data analyzed, report produced;
- Staff list created, updated and maintained;
- Human Resource (HR) database files created and maintained.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Participates in the development of the Unit work plan and prepares individual work plan;
- Prepares and issues report to Director, Human Resource Management regarding information from staff list;
- Reports computer related queries to the System Administrator with reference to HR problems

B.) Technical /Professional Responsibilities:

- Maintains a Human Resource Management Information System database to provide

support for manpower planning activities, request officers to complete data information form;

- Prepares reports on vacancies, employees acting in clear vacancies, those temporary
  for more than six (6) months and resignations within the Ministry;

- Conducts research, analyze data and generates reports and information to satisfy request for Human Resource data and information from the Ministry of Finance and the Public Service from time to time;

- Creates , updates and maintains staff list in relation to appointments, promotions, acting arrangement, transfers, resignations, retirements etc;

- Prepares and dispatches documents to Finance & Accounts Division in relation to salary information;

- Creates and maintains human resource database files for employees (appointments, resignations, retirements etc);

- Conducts schedule back-ups of the HRMIS and network system database;

- Maintains a manual HRMIS filing system;

- Amends HRMIS database documentation as required or requested by the Director, Human Resource Management or the Staffing Unit;

- Liaises with the System Information Technology Branch (SITB) to ensure proper operation of the Branches PC system;

- Ensures that problems encountered in the manipulation of the HRMIS data are reported and addressed;

- Carries out, in collaboration with the SITB, computerized maintenance as it relates to updates, software installation and other computer queries within and outside of the HR Branch.

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;

- Human Resource Management Information System (HRMIS) Database created and maintained in keeping with established guidelines;

- Research conducted produces valid and verifiable data;

- Reports are comprehensive and produced within the required timeframe;

- Current and accurate staff list completed within stipulated timeframe;

- Human Resource (HR) database files created and maintained in accordance with stipulated guidelines;

- Integrity and confidentiality maintained.

5.　　　INTERNAL AND EXTERNAL CONTACTS:

Contact (Title)	Purpose of Communication
Director Human Resource Management	Obtains/gives advice, receive directives, and guidance, work assignments, provide reports, recommendations, general information and feedback
Human Resource Manager	Obtains information and feedback
Finance & Account Division	Receiving salary information
Systems Information Technology Branch	To resolve computer related problems
Members of staff	To provide HR information, confirm data
ii) External Contacts	Purpose of Communication
Ministry of Finance and the Public Service (SHRMD)	To obtain information,
Auditor General's Department	To obtain/provide information on HR related matters

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;
    - Good skills in teamwork and cooperation;
    - Strong goal/result orientation;
    - Excellent integrity/ethics exercised in the performance of duties.

Technical

- Good knowledge of Government's and Ministry's policies and procedures;
- Knowledge of Government's Human Resource Management procedures and processes;
- Sound knowledge of HRMIS System (GOJ/HRMIS);
- Working knowledge of the Staff Orders for the Public Service;
- Proficiency in the use of relevant computer software and computer applications.

7. **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- Diploma in Human Resource Management/Public Administration/Management from a recognised institution with five (5) years related experience in a similar environment
- Any other equivalent combination of qualification and experience.

8. **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Exposure to highly confidential information
- Required to work beyond normal working hours whenever the need arises.

9. **AUTHORITY**:
   - To access confidential employee records;
   - To take necessary measures to secure data;
   - To trouble shoot and maintain equipment under established guidelines.

10. **WORKING CONDITIONS:**
    - Normal office conditions.