



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Human Resource Officer (Leave/Loan)
JOB GRADE:	GMG/AM 4 (Proposed Upgrade)
POST NUMBER:	
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Employee Relations Unit
REPORTS TO:	Director Employee Relations
MANAGES:	1 Assistant Human Resource Officer GMG/AM 3 (Proposed) 1 Records Officer PIDG/RIM 2 1 Records Clerk PIDG/RIM 1

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 the functions relating to leave, allowances, loans, salary advances and gratuity for the Ministry's Head Office & Regional Health Authorities.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Loans, allowances and grants processed;
- Letters prepared and issued;
- Data/information disseminated;
- Submissions prepared;
- Vacation leave, special sick leave, special maternity leave computed;
- Advice and guidance provided to managers and staff;
- Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Prepares individual work plan;
- Ensures that documents are completed and accurate and complies with Government of Jamaica Policies and Regulations;
- Ensures that benefit records are kept up-to-date and are easily retrievable;
- Provides advice to directors, managers and staff on all types of loans, allowances, grants,

- Keeps staff abreast of Human Resource policies and regulations
 - Prepares periodic reports to the Director, Employee Relations to provide regular updates on the achievement/accomplishments of the Unit.
- B.) Technical /Professional Responsibilities:**
- Processes applications for loans and leave from officers;
 - Examines applications to ensure that they are properly prepared;
 - Verifies that officers are eligible for specific benefit;
 - Processes requests from officers for special allowances, grants and other benefits;
 - Researches, complies and submits personal data/information regarding applications to the Director Employee Relations for relevant meetings, for officers seeking approval for loans, allowances, grants;
 - Submits motor car loan application to the Accountant General's Department;
 - Submits applications for motor car concession to the Ministry of Finance for consideration;
 - Prepares and issues appropriate response/letters to officers regarding application for benefits;
 - 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;
 - Computes and processes all types of leave for staff in the Ministry's Head Office and Regional Health Authorities;
 - Ensures that proper procedures are followed in processing application for pre-retirement leave and retiring benefits, study leave, special sick leave, special maternity leave and allowances;
 - Prepares special sick leave earned beyond and seniority allowances for Medical Board approval for submission to the Director Employee Relations for action to be taken;
 - Ensures that the Accountant General's Department is advised whenever officers proceed on leave and whenever officers resume employment;

- Receives resignation date from the Human Resource Committee and forward to the Assistant Human Resource Officer to determines eligibility and compute leave entitlement for individuals resigning from the Ministry;
- Follow-up on leave computation submitted to the Ministry of Finance and the Public Service;
- 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 Director Employee Relations.
- Ensures the timely preparation of vacation leave roster;
- Provides advice to staff at the Ministry's Head Offices and Regional Health Authorities on leave entitlement, and other benefits.

C.) Human Resource Responsibilities

- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Reviews the individual work plans of staff supervised;
- Supervises and evaluates the performance of staff to ensure that work output is consistent with the work plan;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's goals;
- Disseminates information to staff re changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Fosters an atmosphere of trust, high ethical and confidential standard.
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry;
- Recommend leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Unit,
- Participates as required in disciplinary proceedings involving staff;
- Conducts monthly and other ad hoc meetings with staff supervised.

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D.) 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;
- Data/information disseminated is accurate and produced in a specific time;
- Submissions prepared in a timely manner;
- Vacation leave, special sick leave, special maternity leave 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;
- 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

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Contact (Title)	Purpose of Communication
	feedback.
Director Employee Relations	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;
- 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;
- 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;

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- 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 four (4) 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.