



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

<b>JOB TITLE:</b>	Senior Human Resource Officer
<b>JOB GRADE:</b>	<b>GMG/SEG 1</b>
<b>POST NUMBER:</b>	<b>27310</b>
<b>DIVISION/BRANCH:</b>	Corporate Service Division/Human Resource Management & Development Branch
<b>SECTION/UNIT:</b>	Human Resource Management Unit
<b>REPORTS TO:</b>	Director, Human Resource Management
<b>MANAGES:</b>	1 Human Resource Officer <b>GMG/AM 4 (proposed)</b> 1 Assistant Human Resource Officer <b>GMG/AM 3 (proposed)</b> 1 Records Officer <b>PIDG/RIM 2 (proposed)</b>

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 general direction of the Director, Human Resource Management (HRM), the incumbent coordinates and administers staffing activities pertaining to recruitment, selection, appointment, promotions, transfers, internal orientation and separation within the Ministry of Health.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Work Plans prepared;
- Manpower Planning strategies implemented;
- Appointment, promotion and assignment of staff conducted;
- Recruitment, selection and separation of staff conducted;
- Section's activities co-ordinated and monitored;
- Advice and guidance provided to managers and staff;
- Secretarial Support provided to Human Resource Committees'
- Regular section Status Reports compiled and submitted.

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative Responsibilities:**

- Participates in the development of the Unit work plan and the preparation of the annual budget;
- Checks completed documents to ensure accuracy and compliance with Government of Jamaica Policies and Regulations;
- Ensures that the recruitment/selection processes are implemented;
- .Compiles HRM related data to be used by the Director in preparing reports;
- Supervises the staffing section and maintains effective working relationships with external and internal stakeholders to ensure that the unit provides a consistently high level of service to them;

- Assists in the updating of the Human Resource Manual;
- Prepares Status Reports on activities performed.

#### **B.) Technical /Professional Responsibilities**

- Leads in recruitment, selection, and appointment of staff in the Ministry; facilitates the development of circulars for the advertisement of posts;
- Facilitates the processes of recruitment, selection and placement of staff; sits on selection panels;
- Oversees the processes of documentation relating to the appointment, promotion, separation and assignment of staff for submission to the Human Resource Executive Management Committee;
- Provides support and guidance to the Human Resource (HR) Sub- Committees and the HR Management Committee; ensures that committees have timely and accurate information for making staffing decisions;
- Ensures minutes are recorded circulated and confirmed;
- Ensures that committee meetings are arranged and that members are informed and reminded of them;
- Coordinates the completion of Interim and Final Probationary periods of employment in accordance with the Public Service Regulations;
- Reviews probationary reports for compliance with established standards;
- Interprets, assists and advises staff on Human Resource Management Policy and Regulations;
- Provides information, guidance and assistance to staff on Conditions of Service, Staff Orders, Public Service Regulations and internal circulars;
- Assists in guiding managers and employees in resolving performance and disciplinary matters;
- Assists in coordinating orientation programmes for new employees
- Prepares and submits to the Human Resource Management Committees, as appropriate, recommendations supported by properly completed performance evaluation reports for appointment of staffs;

- Assists in monitoring Performance Evaluation Reports, analyses data and provide guidance as is necessary;
- Coordinates the issuance of letters for the temporary appointment of select categories of staff;
- Issues reminders to heads of divisions/ branches/units with regards to officers/employees who are acting in clear vacancies and requests recommendations indicating their suitability for appointments/promotions;
- Facilitates the schedule of appointments for first appointees to be medically examined in accordance with Public Service Regulations;
- Evaluates and analyses exit interviews and ensures that all separation matters are settled;
- Ensures the maintenance of the personnel records to provide accurate and current data;
- Evaluates the existing staffing situation including turnover, vacancies and current recruitment strategies to identify and forecast staffing requirement;
- Assists in the deployment of staff in order to achieve the smooth running of the various sections in the Ministry;
- Collaborates with the Employee Relations section in the investigation of queries and discrepancies e.g. those relating to salaries and appointments;
- Assists in monitoring the operations of Human Resource Management in the Regional Health Authorities to ensure adherence to governments polices, regulation and procedures;
- Keeps abreast of current and emerging Human Resource (HR) trends and best practices and utilizes them for continuous improvement of the services provided by the unit and the

**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.

#### **D.) Other Responsibilities**

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

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

- Work Plans prepared in accordance with agreed format and within specified time frame;
- Manpower Planning strategies implemented in keeping with Ministry's objectives;
- Appointment, promotion and assignment of staff conducted in keeping with required guidelines;
- Recruitment, selection and separation of staff conducted in keeping with required guidelines;
- Section's activities co-ordinated and monitored in a timely manner;
- Sound technical advice provided based on HRM policies, regulations and guidelines;
- Secretarial Support provided to Human Resource Committees are accurate,

timely and relevant;

- Reports are accurate and comprehensive and submitted within the agreed timeframe.
- Confidentiality and integrity are exercised at all times.

## 5. INTERNAL AND EXTERNAL CONTACTS:

### i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtain/give advice, receive directives, and guidance, provide reports, recommendations and general feedback
Director, Human Resource Management & Development	Obtains/gives advice, receive directives, guidance, general information and provide feedback.
Director Human Resource Management	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)	To obtain information, seek guidance, clarification of policy
Office of the Services Commissions	To obtain information, clarification of policy

## 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;

---

Human Resource Manager, Corporate Services  
 Division/Human Resource Management & Development Branch,  
 Ministry of Health,  
 Prepared: By HR Consultant, July 11, 2016.

- 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;
- Strong knowledge of HR staffing/recruitment policies and procedures
- Knowledge of conflict management and negotiating skills;
- 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/Management Studies/Business Administration or any other relevant discipline;
  - At least four (4) years related work experience including two (2) years at the supervisory level;
- OR
- Diploma in Human Resource Management or any other relevant discipline
  - At least eight (8) years experience in Human Resource or Administrative Management with three (3) years at the supervisory level.

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

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

### **9. AUTHORITY:**

- Recommend leave for staff supervised

**10. WORKING CONDITIONS:**

- Normal office conditions.