



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

| | |
|-------------------------|---|
| JOB TITLE: | Assistant Human Resource Officer (Staffing) |
| 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 |
| REPORTS 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 Human Resource Manager, the incumbent undertakes staffing duties relating to the recruitment, selection, appointment, promotion and other staffing activities within the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Personnel Policies and Procedures implemented;
- Recruitment, selection and separation of staff conducted;
- Appointment, promotion and assignment of staff conducted;
- Correspondence processed;
- Advice and guidance provided to managers and staff;

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Participates in the development of the Unit work plan and prepares individual work plan;
- Checks completed documents to ensure accuracy and compliance with Government of Jamaica Policies and Regulations;
- Assists in the updating of the Human Resource Manual;

B.) Technical /Professional Responsibilities:

- Facilitates the development of circulars for the advertisement of posts;
- Processes correspondence received - letters of application and referrals etc;
- Assists in the conduct of recruitment activities - short-listing;;

- Conducts post selection activities ensuring that all relevant documents are completed, advise relevant personnel regarding the outcome of selection exercises;
- Participates in the orientation of new employees;
- Submits recommendations to the Human Resource Manager for submission to the Human Resource Management Committee (HRMC); for appointments, acting appointments and promotions of staff;
- Ensures that responses received from the committee are forwarded to the relevant Divisions/Regions for the necessary action to be taken;
- Apprises the Human Resource Manager of officers who are acting in clear vacancies, employed in clear vacancies;
- Liaises with relevant divisions for the processing of transfers for staff to or from the division;
- Liaises with the Confidential Registry regarding the preparation of personal files for new employees;
- Prepares authorization letter to the Accountant General's Department for the payment of gratuity to contract officers;
- Collaborates with the Employee Relations Unit in the investigation of queries and discrepancies relating to appointments as assigned;
- Interprets, assists and advises staff on Human Resource Management Policy and Regulations;
- Liaises with the Ministry of Finance and the Public Service, Offices of the Services Commissions and other Government Agencies in order to access necessary information for the Unit;

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

- Personnel Policies and Procedures implemented in accordance with established standards;
- Appointment, promotion and assignment of staff conducted in keeping with required guidelines;
- Recruitment, selection and separation of staff conducted in keeping with required guidelines;
- Correspondence processed promptly and in keeping with the Ministry's standards;
- Advice and guidance provided to managers and staff are 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 feedback. |
| Director Human Resource Management | Obtains/gives advice, receive directives, and guidance, work assignments, provide reports, recommendations, general information and feedback |
| Human Resource Manager | 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

Asst. Human Resource Officer (Staffing) Corporate Services
 Division/Human Resource Management & Development Branch,
 Ministry of Health,
 Prepared: By HR Consultant, July 12, 2016.

| 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 |
| Accountant General's Department | Payment of gratuity |

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;
- 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/Public Administration with three (3) years related experience

and

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- Training in Government of Jamaica Human Resource Management policies and practices;

OR

- Diploma in Human Resource Management with six (6) years related experience
and
- Training in Government of Jamaica Human Resource Management policies and practices;
- 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.

10. WORKING CONDITIONS:

- Normal office conditions.