



Office of the Services Commissions

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CIRCULAR No. 219 **OSC Ref. C. 6555¹⁷**

28th May, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Senior Human Resource Officer (HRMIS) (GMG/SEG 1)** in the **Human Resource Management and Development Branch, Ministry of Industry, Investment and Commerce**, salary range \$3,501,526 – 4,709,163 per annum.

Job Purpose

The Senior Human Resource Officer (HRMIS) is responsible for managing the Human Resource Management Information Systems and personnel records, facilitating accurate capture and integrity. The incumbent will update and maintain an automated HRMIS, thereby enhancing and supporting the HR decision-making capabilities and other activities within the Branch.

Key Responsibilities

Management/Administrative:

- Develops, implements, maintains and manages Standard Operating Procedures for personnel records;
- Ensures accurate documentation process/procedures manuals are designed and updated for all HRMIS processes;
- Provides recommendations on organizational policy matters related to HRMIS;
- Responds to enquiries and complaints concerning records and information management;
- Serves on various committees internal and external to the Ministry;
- Represents the Ministry at Seminars, Conferences, Symposiums, etc.

Technical/Professional:

- Automates applicable human resource processes;
- Assists with maintaining the following lists/schedules:
 - ✓ Staff Lists
 - ✓ Staff Attrition Lists
 - ✓ Travelling Officers/Motor Vehicle Documents
 - ✓ Integrity Commission Declarants
 - ✓ Other databases and schedules
- Assists in creating HR workflow system solutions to support strategies and initiatives;
- Maintains security access codes, ensuring system is secured at all times;
- Liaises with Information and Communication Technology Branch and other key personnel to ensure smooth operation of HRMIS;
- Collaborates with IT Manager/Business Analyst to maximize the utilization of Human Resource systems to automate standard processes by:
 - ✓ Identifying opportunities for improving Human Resource processes through information systems changes;
 - ✓ Developing HR systems to support the production of various reports;
 - ✓ Coordinating upgrade and maintenance of HR systems and also to resolve technical difficulties;
 - ✓ Monitoring HRMIS systems and other interfaces to ensure they function appropriately;
- Ensures that file tracking systems are developed and maintained;
- Ensures proper maintenance and security of records;
- Conducts Data Entry activities, including updating the Human Resource Management Enterprise System (MyHR+);
- Participates in the orientation of new employees and conducts training of staff in utilizing MyHR+ System Self Service;
- Ensures that information management databases are developed and maintained;
- Conducts research and generates special and routine reports;
- Provides management information to streamline workflow and support work force planning and management;
- Responds to HR queries within scope of duties or refer to responsible Officers;
- Reviews and implement requests for creation of new system files/records;

- Monitors the creation and maintenance of file index and classification system;
- Conducts research and keeps the Branch abreast of industry related changes and incorporates best practices in work flow;
- Assists with reviewing and documenting processes geared at improving HR operational activities;
- Prepares quarterly newsletter and publications for staff;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Teamwork and corporation;
- Good interpersonal skills;
- Good problem-solving and decision-making skills;
- Client and quality focus/commitment to service quality;
- Adaptability and initiative;
- Integrity and confidentiality;
- Methodical;
- Good planning and organizing skills;
- Goal/result oriented;
- Analytical thinking skills.

Technical:

- Sound knowledge of GoJ Access to Information Act;
- Knowledge of GoJ Records Management practices, policies, principles, standards and guidelines;
- Knowledge of Risk Management;
- Sound knowledge of the Staff Orders and Public Service Regulations;
- Proficient in the use of Microsoft Word, Excel;
- Use of Technology related to Records and Information Management (software/systems/programs)
- Compliance;
- Policy Development.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Human Resource Management or related field from a recognized tertiary institution;
- Training/Certificate in Records Management or Information Technology;
- Two (2) years' experience working in Records and Information Management in Human Resource Management in an organization of similar size and complexity.

Special Condition Associated with the Job

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Monday, 10th June, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**