



**CIVIL SERVICE OF JAMAICA  
MINISTRY OF ENERGY, TRANSPORT AND TELECOMMUNICATIONS  
Job Description and Specification**

|             |                                           |
|-------------|-------------------------------------------|
| JOB TITLE:  | Human Resource Development Officer        |
| GRADE:      | GMG/AM 4                                  |
| POST #:     | 62742 and 50679                           |
| BRANCH:     | Human Resource Management and Development |
| REPORTS TO: | Director, Human Resource Development      |
| MANAGES:    | None                                      |

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION  
OF THE JOB SIGNIFIED BELOW**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date

## **JOB PURPOSE**

Under the direction of the Director, Human Resource Development the incumbent assists with the development of the training plan, coordinates, implements and evaluates the training programmes for the METT.

## **KEY OUTPUTS**

- Reports on training produced;
- Post course evaluations conducted;
- Training programmes delivered;
- In-house training conducted;
- Audit Gap report prepared.

## **KEY RESPONSIBILITY AREAS**

### ***Administrative/Managerial***

- Participates in inter-ministerial meetings, workshops and visit training facilities to obtain material for training programmes;
- Assists with career guidance, counselling and development;
- Prepares and submits activity/performance and other reports as requested;
- Assists with the preparation, updating and maintenance of the training manual;
- Checks and submit applications for training to relevant institutions;
- Liaises with members of staff to identify training needs;
- Seeks approval for study leave from the Office of the Services Commissions;
- Seeks guidance/advice/clarification from the Office of the Services Commissions regarding training for staff;
- Advises officers regarding the outcome of nominations for all courses;
- Keeps abreast of trends and changes in training methodologies and technology;
- Keeps abreast of global trends in career changes and professional development;
- Represents the METT at meetings/conferences and other fora as requested.

### **Technical**

- Develops and maintains a database to capture qualification/training;
- Monitors/evaluates training programmes;
- Coordinates and conducts training programmes;
- Gives advice to Heads of Departments/Division on training matters;
- Circulates local/overseas training programmes to staff;
- Liaises with leave officer to prepare and submit salary and leave particulars, in respect of officers on study leave, to the relevant ministries and departments;
- Prepares letters to staff regarding:-

- ✓ acceptance to training institution and information on course of study;
- ✓ congratulations for successful completion of course of study.

## **INTERNAL AND EXTERNAL CONTACTS**

### *Internal*

| Contact                              | Purpose                                                                            |
|--------------------------------------|------------------------------------------------------------------------------------|
| Director, Human Resource Development | Guidance and work assignment                                                       |
| Permanent Secretary                  | To request approval for persons to attend training                                 |
| Principal Finance Officer            | To request the availability of funds for training programmes                       |
| Directors                            | Sharing information and collaborating on training and staff development matters    |
| All staff members                    | Sharing information and providing advice on training and staff development matters |

### *External*

| Contact                                         | Purpose                                                                                                      |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Universities and other tertiary Institutions    | Collaboration on training opportunities                                                                      |
| MoF&PS<br>Office of the Services<br>Commissions | Discussions and seeking information on training opportunities externally and locally.<br>Funding for courses |

## **PERFORMANCE STANDARDS**

- Training needs identified within specified time frame;
- Training needs assessment is carried out in a timely manner and effectively identifies training gaps;
- Information on training programmes and opportunities are communicated to employees in a timely manner;
- Training material and delivery method is relevant to target audience;
- Training materials/information is properly documented and current;
- Databases are up-to-date and accurate;

## **REQUIRED COMPETENCIES**

| <b>Core</b>                | <b>Level</b> | <b>Functional</b>                                                                              | <b>Level</b> |
|----------------------------|--------------|------------------------------------------------------------------------------------------------|--------------|
| Oral communication         | 2            | Problem solving and decision making                                                            | 3            |
| Written communication      | 2            | Initiative                                                                                     | 2            |
| Customer and quality focus | 2            | Planning and organizing                                                                        | 2            |
| Team work and cooperation  | 2            | Use of technology -proficiency in the use of relevant computer applications (Microsoft Office) |              |
| Integrity                  | 2            | Ability to multitask.                                                                          | -            |
| Compliance                 | 2            | Ability to work under pressure.                                                                | -            |
| Interpersonal skills       | 2            | Sound knowledge of Staff Orders and Public Service Regulations.                                | -            |
| Change management          | 1            | Sound knowledge of training evaluation techniques.                                             | -            |
| -                          | -            | Sound knowledge of conducting training needs analysis.                                         | -            |
| -                          | -            | Good programme design and evaluation skills.                                                   | -            |
| -                          | -            | Excellent knowledge of local training programmes and providers.                                | -            |
| -                          | -            | Knowledge of research and data analysis techniques.                                            | -            |

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor of Science Degree in Human Resource Development/Management, Management Studies or General Management from a recognized institution;
- Training in adult instructional techniques;
- At least two (2) years experience in the field, preferably in the public sector in an organisation of similar size and complexity.

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal working conditions;
- Maybe required to work beyond regular working hours;
- Required to travel locally.

## **AUTHORITY**

- Recommends training;
- Recommends options towards development of staff.

