



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

JOB TITLE:	Human Resource Officer (Staffing)
GRADE:	GMG/AM 4
POST #:	68632
BRANCH:	Human Resource Management and Development
REPORTS TO:	Senior Human Resource Officer
MANAGES:	N/A

**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

JOB PURPOSE

Under the supervision of the Senior Human Resource Officer-Staffing, the incumbent, provides support with particular emphasis on maintaining employee records, and assists in the recruitment and selection of staff and undertakes other related HR and administrative duties.

KEY OUTPUTS

- Staff list created and updated;
- Appropriate assignment of staff;
- Assessment and interview arrangements made;
- Medical examination arranged;
- Probationary reports requested.

KEY RESPONSIBILITY AREAS

Administrative/Managerial

- Ensures that records are kept up-to-date and are easily retrievable;
- Provides advice to managers and staff on the resolution of personnel problems and general conflict;
- Advises on the interpretation of employment legislation and conditions of service;
- Provides administrative support in respect of all personnel matters;
- Keeps staff abreast of Human Resource policies and regulations;
- Provides general advice to staff on the selection process, participating where required on interview boards.

Technical

- Identifies the need for ancillary staff and makes appropriate submission to the Senior Human Resource Officer and Director, Human Resource Management;
- Prepares appropriate letters of appointment and makes the necessary submissions;
- Requests probationary reports for staff from Divisional Heads;
- Arranges for staff to do medical examination for confirmation in permanent appointment;
- Assists in coordinating and preparing submissions to the Management Committee meetings;
- Participates in the staffing process by:-
 - ✓ Assists with the collating of case studies or activities for assessment centres by ensuring that studies are appropriate for the various assessment centres;
 - ✓ Coordinates activities and operations for assessment centre and ensures that schedule activities and participants are properly notified, prepared and participation is meaningful;

- ✓ Assists in the preparation of interviews and presentation of score sheets to the relevant panellists and committees for action;
 - ✓ Assists with logistics arrangements (meeting room, refreshment) for the assessment centres and interviews;
 - ✓ Contacts and reminds candidates and panellists of date of assessment centre and interview;
 - ✓ Assists with the tallying of results from interview and assessment centre and submits final report to Senior HR officer for further action;
 - ✓ Prepares and send letters to all shortlisted applicants and "Offer Letters" to successful candidates.
- Drafts letters of application and referrals received from the Office of the Services Commissions;
 - Assists with the processing of contracts and gratuity payments.

Human Resource

- Assists in the orientation and introduction of new staff;
- Encourages good human relations at all levels on a continuous basis;
- Ensure that staff is aware of and adhere to the policies, procedures and standards of the Ministry;
- Provides counselling/advise, giving confidential ear to personal problems referred by employees.

INTERNAL AND EXTERNAL CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Senior Human Resource Officer	Professional advice, guidance, reports, work assignment and directives
Directors and Managers	Matters related to recruitment and staffing issues
Other Staff	Contact, communication on pension matters/issues

External

<i>Contact</i>	<i>Purpose</i>
Office of the Service Commission	Clarification, consultation recruitment issues
MoF&PS	Clarification/consultation on recruitment issues
Cabinet Office	Classification matters

PERFORMANCE STANDARDS

- Staff list regularly updated;
- Assessment and interview arrangements made in specified timeframe;
- Effective and timely advice and assistance provided to Senior Officers;

- Probationary reports requested on time;
- Medical examinations arranged within stipulated timeframe.

REQUIRED COMPETENCIES

Core	Level	Functional	Level
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)	1
Integrity	2	Ability to manage limited resources in order to achieve challenging output target.	-
Compliance	2	Good knowledge of Human Resource Management techniques and practices	-
Interpersonal skills	2	Good knowledge of Public Service Regulation, Staff Orders, Labour Laws and practices.	-
Change management	1	Ability to exercise sound judgement and convictions of purpose	-
-	-	Ability to prioritize amongst conflicting demands and make rational decisions based on sound understanding of the facts in limited time.	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree Human Resource Management, Management Studies, Business Administration or related discipline;
- Two (2) years experience in Human Resource Management/Personnel Management position, working in an organisation of similar size and complexity.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office conditions;
- Maybe required to work beyond regular working hours.

AUTHORITY

- Make staffing recommendations.