**Ministry of
Education, Skills,
Youth & Information**

CAREER OPPORTUNITY
HUMAN RESOURCE INFORMATION SYSTEM (HRMIS) OFFICER - (GMG/SEG 1)
CLARENDON REGIONAL OFFICE, REGION 7 - ONE (1) POST (VACANT)

JOB PURPOSE:

Under the general supervision of HRMIS Manager, the HRMIS Officer is responsible for providing administrative and technical support to the Human Resource Management Information Systems Section.   The incumbent is also responsible for creating and maintaining electronic files for employees and populating employee data into the Human Resource Information System (HRMIS).

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resource Management or a related discipline;
- Two (2) years related experience, preferably in the Public Service
- Training in Human Resource Information System would be an asset

REMUNERATION PACKAGE:

GMG/SEG 1 Salary Scale/ Pay Band : $3,501,526 - $4,709,163 per annum

EDUCATE Jamaica 2.0

**Ministry of
Education, Skills,
Youth & Information**

CAREER OPPORTUNITY

Interested persons are invited to submit applications with résumés no later than Friday, June 20, 2025 to the address presented below.

Director – Human Resource Management
Ministry of Education, Skills, Youth & Information
2 National Heroes Circle,
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

CLICK HERE TO APPLY

The job description is attached to this email.

EDUCATE
Jamaica 2.0

MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	HRMIS Officer x 2
JOB GRADE:	GMG/SEG 1
POST NUMBER:	
DIVISION:	Division of School Services
SECTION/UNIT:	School's Human Resource Management
REPORTS TO:	HRMIS 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

Strategic Objectives:

Job Purpose:

Under the general supervision of HRMIS Manager, the HRMIS Officer is responsible for providing administrative and technical support to the Human Resource Management Information Systems Section. The incumbent is also responsible for creating and maintaining electronic files for employees and populating employee data into the Human Resource Information System (HRMIS).

Key Outputs:

- Annual work Plan prepared

- Electronic Employee files created, updated and maintained

- Staff and Contract Listings Updated

- Schedules of qualification and work history created and updated

- Data inputted into the Human Resource Management Information System (HRMIS)

- Administrative and technical support provided

- Annual/Quarterly/Monthly performance reports prepared

- Database security and integrity maintained

- Post Audits updated

- E-census updated

Key Responsibility Areas:
Technical/Professional Responsibilities:

- Creates, updates and maintains electronic employee files for academic and non-academic staff ;
- Updates Staff and Contract List in relation to appointments, acting appointments/assignments, operation of new, reclassified or upgraded post(s) approved by the Ministry of Finance and the Public Service;
- Performs data entry by inputting human resource data for all the staff within the Region in respect of, resignations, terminations, pre-retirement leave, retirement, death and name changes etc.
- Verifies and ensures information relating to the all Education Institutions are correct in the Educational Institution Establishment Order;
- Generates staff list reports and other reports as required;
- Updates E-Census databases;
- Prepares Post Audit reports ;
- Creates and updates schedules of qualification and work history for staff members;
- Provides accurate information and sound technical advice to internal and external customers;

- Maintains data security and integrity and report irregularities or breaches to HRMIS Manager
- Conducts audits of employees' data to identify discrepancies; where differences exists, works with HR Officers and/or other internal clients to resolve data issues; makes data entry changes to ensure its accuracy and integrity;
- Maintains user access to and security of all data so as to safeguard the integrity of and accountability for employees' data;
- Ensures that databases are developed and maintained;
- Conducts research and generates special and routine reports;
- Provides data for the development of strategic workforce planning and management;
- Assists with special projects as required;
- Collects, scans and uploads employees' documents to the system;
- Maintains the following lists to inform strategic HR practices
  - Staff Lists
  - Attrition Lists
  - New Employee Lists
  - Integrity Commission Declarants

Administrative/Management Responsibilities:

- Prepares Annual Work Plan so as to fulfill the PMAS requirements;
- Generates reports on key metrics such as staff turnover, payroll administration;
- Keeps abreast of current HRMIS technological advancements and information so as to continuously improve and add value to assigned duties;
- Performs other related functions that maybe assigned by the Senior HR Officer (HRMIS).

Performance Standards:

- Annual Work Plan prepared according to PMAS standards and required timeframe;
- Audit conducted on employees' data are accurate and thorough;
- Research conducted and presented in appropriate manner and within specified timeframe;
- Identified issues accurately and timely resolved and technical support satisfactorily provided;
- Response and information provided to employees' are accurate and benefits the needs of employees;
- User access and security effectively maintained and securely attended to;
- Reports are prepared and dispatched in an efficient and timely manner.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Manager, HRMIS	To provide information and receive instructions
ICT	Collaboration re HRMIS software
Staff in the Regions	To answer queries, provide and collect information/documents

Contact (Title)	Purpose of Communication
Ministry of Finance and the Public Service	To answer queries and provide information
Office of the Services Commission	To answer queries and provide information
Other GOJ MDA's	To answer queries and provide information

Required Competencies:

Core:

- Excellent Interpersonal Skills
- Good judgment, decision making and problem solving skills
- Strong oral and written communication skills
- Confidentiality and Integrity
- Ability to work as part of a team & on own initiative
- Results & detailed-oriented
- Strong customer service skills
- Strong time management skills

Technical:

- Sound knowledge of Human Resource Management principles and practices;
- Sound knowledge of Human Resource Information Systems principles and practices;
- Working knowledge of the Public Service Regulations;
- Excellent presentation skills;
- Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
- Good knowledge and understanding of circulars and addendums from the Office of the Services Commission and the Ministry of Finance and the Public Service
- Knowledge of relevant computer systems and applications appropriate to assigned responsibilities
- Knowledge of salary administration practices and procedures
- Good knowledge of the Educational Institutions Establishment Act
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;

Minimum Required Education and Experience:

- Bachelor's degree in Human Resource Management or a related discipline;
- Two (2) years related experience, preferably in the Public Service
- Training in Human Resource Information System would be an asset

Authority To:

- Request confidential employee records

Specific Conditions Associated with the Job:

- Normal working conditions
- Required to work beyond normal working hours to meet deadlines
- May be required to work on weekends/public holidays;

Validation of Job Description:

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

_____   _____
Received in Human Resource Division   Date Created/revised