



Ministry of
Education & Youth

ICO 26-64



JOB TITLE :

CAREER OPPORTUNITY

HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM OFFICER (GMG/SEG 1) - NOT VACANT KINGSTON REGIONAL OFFICE, REGION 1

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

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor 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:

Salary Scale: \$3,501,526.00 to \$4,709,163.00 per annum
Pay Band 7





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 6097 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY MAY 25, 2026 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](#)

HUMAN RESOURCES
MANAGEMENT



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
REGIONAL EDUCATIONAL SERVICES BRANCH
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Human Resource Management Information Systems Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER:	
DIVISION/BRANCH:	Division of Schools Services/Regional Educational Services
SECTION/UNIT :	Schools Human Resource Management/ Human Resource Management
REPORTS TO:	Human Resource Management Information Systems Manager
MANAGES :	N/A

Job Purpose

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

Key Outputs:

- Annual work Plan prepared
- Electronic employee files maintained
- Data inputted into the Human Resource Management Information System (HRMIS)
- HRMIS reports generated
- administrative and office support provided
- Visitors greeted/directed/assisted

- Bulletins for schools drafted and disseminated
- Monthly reports prepared
- Brochures and programmes for events drafted
- Post Audits updated
- Staff and Contract Listings Updated
- E-census updated
- Stationery and office supplies maintained

Key Responsibility Areas:

Administrative Responsibilities

- Creates and maintains electronic employee files for academic and non-academic staff ;
- Performs data entry by inputting human resource data for all the staff within the Region, including new hires, terminations, promotions etc.
- Generates staff list reports and other reports as required;
- Provides a wide range of administrative and office support duties, by;
 - composing and typing letters, memoranda, and other correspondence related to assigned human resources programmes and activities;
- Provides customer service, by;
 - greeting, assisting and directing visitors,
 - receiving directing and relaying telephone and email messages;
- Drafts brochures, bulletins, programmes, get-well cards etc. for the Manager
- Updates the Post Audit and E-Census databases in a timely manner;
- Receives correspondence, date stamps and enters records in book kept for that purpose;
- Collates information/data for the preparation of monthly and special reports
- Maintains a general filing system;
- Prepares Individual Work Plan for review and discussions with the Senior Human resource Officer (HRMIS);
- Provides administrative support to the Manager ;

- Ensures appropriate levels of stationery and office supplies are maintained.

Other

- Performs other related functions that maybe assigned from time to time.

Performance Standards:

- Employee data entered into the HRMIS is accurate and is done in a timely manner
- Employee data is maintained confidential
- Reports are generated as needed
- Administrative tasks are accomplished carefully and thoroughly
- Information collated is relevant and presented within the given timeframe
- Applications for advertised posts printed and compiled within the required timeframe
- Short listing matrices prepared and dispatched within the given timeframe
- Staff and visitors greeted, directed and assisted in a timely, courteous and professional manner
- Reports are prepared and dispatched in an efficient and timely manner
- Orange HRM/My HR Plus updated on a timely basis;
- Staff and Contract Listing updated on a timely basis;
- E-census and Post Audits updated on a timely basis.

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

Within the Ministry

Contact (Title)	Purpose of Communication
Staff of the Regions	To answer queries and provide/request information/data
ICT Division	To answer queries and provide information and to trouble-shoot IT related problem(s)

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Members of the public	To answer queries and provide information

Required Competences:

Core

- Good communication skills
- Excellent Customer Service skills
- Excellent Interpersonal skills
- Good time management skills and the ability to meet deadlines
- Strong computer literacy and typing skills
- Ability to manage stress
- Critical and analytical thinking skills
- High level of confidentiality and professionalism
- Report writing skills
- Meticulous, detail oriented and accurate

Technical

- Good knowledge and interpretation of the Staff Orders, Public Service Regulations and the Ministry's policies, procedures and regulations governing personnel management
- Good knowledge and interpretation of circulars and addendums from the Office of the Services Commissions and the Ministry of Finance and the Public Service
- Knowledge of relevant computer systems and applications
- Knowledge of salary administration practices and procedures
- Knowledge of office administration
- Good knowledge of the Civil Service Establishment Act

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:

- access confidential information

Specific Conditions associated with the job

- May be required to work beyond normal working hours.
- Normal working conditions
- Required to handle dusty files