



Ministry of
Education, Skills,
Youth & Information

ICO 25-47

CAREER OPPORTUNITY

HUMAN RESOURCE OFFICER (GMG/AM 4)

HUMAN RESOURCE MANAGEMENT SECTION

JOB PURPOSE:

Under the general supervision of the Senior Human Resource Officer – Staffing, the Human Resource Officer is responsible for organizing and coordinating general HR activities relating to employee services, recruitment, selection, orientation and the administration of staffing policies for assigned Departments/Units within the Ministry in accordance to governing GOJ policies and procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences with at least three (3) years related working experience;
- Or
- Associate Degree in Administration/Management Studies or equivalent with at least Four (4) years related working experience;

REMUNERATION PACKAGE:

Pay Band 6 Salary Scale: \$2,803,771.00 to \$3,770,761.00 per annum.





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FOR FURTHER INFORMATION, PLEASE CONTACT THE SENIOR HUMAN RESOURCE OFFICER AT EXT. 5945
INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, APRIL
11, 2025 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION & YOUTH
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 & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Human Resource Officer – (Staffing) (x 4)
JOB GRADE:	GMG/AM 4
POST NUMBER:	TMP13083CG, TMP13084CG, TMP13085CG, TMP13086CG
DIVISION:	Corporate Services - Human Resource Management & Development Branch
SECTION/UNIT:	Human Resource Management Section
REPORTS TO:	Senior Human Resource Officer
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 of the Corporate Services Division:

To provide the Central Ministry with support functions of human resource management and development, procurement, documentation management and access to information, general administration, security, property management and administration, as well as to provide policy guidance and implementation support to educational entities.

Job Purpose:

Under the general supervision of the Senior Human Resource Officer – Staffing, the Human Resource Officer is responsible for organizing and coordinating general HR activities relating to employee services, recruitment, selection, orientation and the administration of staffing policies for assigned Departments/Units within the Ministry in accordance to governing GOJ policies and procedures.

Key Outputs:

- Individual Work Plan Developed
- Recruitment Advertisements written and posted
- Applications reviewed and shortlisted
- Interviews and assessments coordinated
- Recruitment materials and tools prepared
- Background checks for successful applicants conducted and documented
- Recruitment notification and correspondence completed
- HRMC and HREC submissions researched and developed
- Annual/Quarterly/Monthly performance reports prepared
- Compensation policies interpreted and administered
- Payables & Payroll Branch advised of promotions/appointments/resignation/re-assignment/secondment
- Submissions and payments re officers travelling overseas processed

Key Responsibility Areas:

Technical/Professional Responsibilities:

- Provides advice on interpretation and application of policies, regulations and rules to employees and Managers;
- Administers the Human Resource policies and procedures in keeping with the Staff Orders and the Public Service Regulations;
- Participates in the design, review/modification of tools and instruments geared at supporting the recruitment processes, i.e. assessment centres, interview questions, assessment rubrics, scoring regimes, etc.

- Conducts research on related recruitment and general staffing issues as directed to inform HR Planning and analysis;
- Conducts and documents background checks for successful applicants;
- Conducts post selection activities (letters of appointment, medical etc.) ensuring that all relevant authorities/agencies are advised of the selection and all necessary documentation completed;
- Liaises with the Confidential Registry regarding the preparation of personal files for new employees;
- Prepares profiles, staff recommendations and letters in respect of acting assignments, appointments, promotions and re-assignments and other related HR communiques for all employees;
- Reviews and submits recommendations for promotions and acting appointments to the Human Resource Committee for final review;
- Advises the Payroll Section regarding staff appointments, promotions, assignments, transfers separations in accordance with directives of the HREC and HRMC;
- Provides assistance with the coordination and conducts the Ministry's onboarding and orientation programmes by developing schedules, coordinating logistics and any other related duties to foster positive attitude toward the Ministry's organizational objectives;
- Prepares submissions and processes payments for airfare, per diem, incidental allowance, etc, for officers travelling overseas on official business;
- Updates service records to reflect changes in salary, job title and classification and acting appointments;
- Liaises with the Employee Relations Unit regarding the preparation of Period of Service Records for all employees.
- Advises unit/divisional heads regarding the outcome of selection exercises;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and organization.

Management /Administrative Responsibilities:

- Prepares Work Plans in accordance to PMAS standards;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other

- Performs any other related duties as assigned by the Senior HR Officer.

Performance Standards:

- Annual Work Plan timely prepared and in accordance to PMAS format;
- Sound and feasible advice provided in accordance with established guidelines;

- Confidentiality, integrity and professionalism displayed in the execution of duties and personal conduct;
- The assistance rendered to staff are accurate and applicable to the effective functioning their duties;
- Reports and letters accurately prepared within agreed timeframe and format;
- Accurate and comprehensive recommendations to the Human Resource Committees submitted within agreed timeframe and in accordance with established standards;
- Recruitment and selection activities arranged and conducted within agreed timeframe and in accordance to established standards;
- Staff movements effected in accordance with established procedures;
- Effective coordination and harmonious working relations maintained among internal and external customers.
- Recruitment and general staffing research conducted are evidenced-based, accords with GOJ HR policies and timely;
- Recruitment advertisements written and posted in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- Interviews and assessments coordinated in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- Applications reviewed and shortlisted in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- Recruitment materials and tools prepared in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- Recruitment and general staffing reports and statistics prepared are evidenced-based, accords with GOJ HR policies and timely;
- Background checks for successful applicants conducted and documented in keeping with agreed standards and timelines;
- Recruitment notification and correspondence completed in keeping with agreed standards and timelines;

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

Within the Ministry

Contact (Title)	Purpose of Communication
General Staff	To provide expert advice and exchange information
Payables and Payroll Branch	To provide information on compensation
Confidential Registry	Creation and request for files
Employees Relation Branch	Re preparation of Period of Service Records
Managers	To provide information
Agencies	To provide information on HR related matters

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

Contact (Title)	Purpose of Communication
Ministry of Finance and the Public Service	To receive guidance and share information
Office of the Cabinet	To receive guidance and share information
Other Ministries, Departments and agencies	To share information
Office of the Services Commission	To receive guidance

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
- Ability to influence and motivate others
- Strong customer service skills
- Strong time management skills

Technical:

- Knowledge of the principles of public sector management;
- Sound knowledge of Human Resource Management 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;
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Ability to work independently and make sound and reasoned decisions;
- Advanced IT skills in relation to Word, PowerPoint, and Excel.

Minimum Required Education and Experience:

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences with at least three (3) years related working experience;

Or

- Associate Degree in Administration/Management Studies or equivalent with at least Four (4) years related working experience;

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

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