



Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

SENIOR HUMAN RESOURCE OFFICER - NON-ACADEMIC (GMG/SEG 1) OLD HARBOUR REGIONAL OFFICE, REGION 6 - ONE (1) POST - VACANT

JOB PURPOSE:

Under the general direction of the Human Resource Manager, the Senior HR Officer is responsible for the administration of the HR function of staffing and workforce planning for Non – Academic employees. The Senior HR Officer will team lead contractual, temporary and permanent appointments for administrative staff in all educational institution in the region, as well as execution of related HR activities in accordance with agreed protocols, union agreements and procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Three (3) years' experience in a Human Resource Management environment.

REMUNERATION PACKAGE:

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





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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.



MINISTRY OF EDUCATION, YOUTH & INFORMATION
REGIONAL EDUCATIONAL SERVICES DIVISION
JOB DESCRIPTION AND SPECIFICATION (Proposed)

JOB TITLE:	Snr Human Resource Officer – Non Academic Staff
JOB GRADE:	GMG/SEG 1
POST NUMBER:	
DIVISION/BRANCH:	Regional Educational Services
SECTION/UNIT:	Schools' Human Resource Management/Human Resource Management
REPORTS TO:	Human Resource Manager
MANAGES:	Human Resource Officer x2

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 Division (in which the position is located):

Job Purpose

Under the general direction of the Human Resource Manager, the Senior HR Officer is responsible for the administration of the HR function of staffing and workforce planning for Non – Academic employees. The Senior HR Officer will team lead contractual, temporary and permanent appointments for administrative staff in all educational institution in the region, as well as execution of related HR activities in accordance with agreed protocols, union agreements and procedures.

Key Outputs

- Educational institutions workforce planning processes coordinated
- Submissions for appointments reviewed and prepared
- Schools staffing actions (appointments, acting, transfers, special assignment, secondment, etc) coordinated
- Schools' compensation processes and procedures coordinated
- Schools' HR statistics and reports prepared
- Schools' HR audits coordinated
- Technical advice provided
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed
- Staff coached and appraisals conducted

Key Responsibility Areas

Technical/Professional Responsibilities

- Coordinates the workforce planning processes for Administrative & Ancillary Staff by conducting analysis to determine workforce numbers, skills and needs to meet the objectives of educational institutions in select regions;
- Participates in the management of the recruitment processes such as assessment of applications, administering of assessment centres, arrangement of interview for positions in educational institutions and related activities;
- Provides assistance/guidance with shortlisting of candidates and preparing for and arranging interviews for educational institutions in the region;
- Coordinates the appointments for administrative and ancillary staff in the Region by checking and verifying appointment forms and supporting documents prepared by educational institutions;

- Reviews and develops submissions for the attention of the Director, Schools HRM for appointment;
- Acts on the actions of staffing committees or any related Committees by reviewing and preparing letters of offer, permanent appointment, salary change notifications, contractual amendments and other HR notices to employees and educational institutions;
- Reviews and collates recruitment paperwork, create new employee personnel files (electronic and hard copy) and input new employee details into the HRIS/MyHR+;
- Reviews and develops submissions/instructions for the attention of the Director – Teachers' Financial Services/Payroll Unit and Bursars' (Bursar – Paid) concerning salary breakdown, salary adjustments and emolument orders to trigger the payroll processes;
- Updates and maintains the HR records of employees on matters such as establishment gaps, vacancy levels, salaries/compensation matters and prepares associated management reports;
- Updates and maintains HR records tracking employment history, promotions, transfers, salaries, etc.;
- Provides advice and information to management, educational institutions and employees on HR personnel policies, procedures and systems, including establishment level, appointment, acting arrangements, promotions, reassignment, compensation, equal opportunity, etc.;
- Generates workforce statistics, reports and analysis on recruitment activities, establishment, retention, diversity and related information highlighting trends and current or emerging issues to inform senior managers in their decision making;
- Participates in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions;
- Prepares and reviews documentation for submission to the Disciplinary Committee for employees who are in constant breach of HR policies and procedures;
- Coordinates the conduct of Schools HR audits to assess HR records management conditions/practices, verification of adherence to compensation/salary guidelines/rules and related activities;
- Analyses the skills and qualities required for each job and provide feedback to the Director, OD and Change Management (Central Ministry) to inform the development/revision job descriptions/specifications and duty statements;
- Supports the implementation of organisational changes resulting from industrial relations legislation, revised organisational and classification structures or technological changes;
- Provides input and support to the development and maintenance of recruitment and establishment procedures, guides, resources and tools to support educational institutions in related activities;
- Creates and maintains records in electronic formats in line with records management requirements to ensure all required records are retained and can be readily accessed;
- Guides the employee on-boarding experience of new employees for educational institutions and refer employees for induction and orientation by the Human Resource Development Section;
- Assists with developing and maintaining the Job Enrichment and Succession Planning Programmes for the educational institutions;
- Models and demonstrates constructive working relationships and information exchange across the educational institutions and MoEY;
- Supports the broader Schools HRM team concerning brainstorming, professional development initiatives and workload support as required;
- Keeps current with emerging HR changes, legislative and industry requirements to deliver high level support.

Management/Administrative Responsibilities

- Provides technical inputs in the preparation of the Section's corporate and action plans;
- Keeps abreast of internal and external factors which are likely to impede the achievement of planned targets and recommends appropriate action;
- Recommends corrective action where targets have not been achieved;
- Attends management meetings as required;

HR Responsibilities

- Provides guidance to staff through coaching, mentoring and training.
- Ensures that staff assignments are clearly defined and communicated to staff.
- Ensures that staff is aware of and adheres to the policies of the Ministry of Education and the Region.
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.
- Recommends vacation, sick and departmental leave for the Human Resource Officers.
- Recommends/administers disciplinary action in keeping with established human resource policies

Performance Standards

- Educational institutions workforce planning processes coordinated in accordance with emerging HR thinking, SHRMD policies, Public Service Regulations and agreed timeframes;
- Submissions for appointments reviewed and prepared in keeping with the Public Service Regulations agreed service level agreements, standards and timeframes;
- Schools staffing actions (appointments, acting, transfers, special assignment, secondment, etc) managed in accordance with the with the SHRMD policies, the Public Service Regulations and agreed timeframes;
- Schools' compensation processes and procedures coordinated in keeping with MoFPS' compensation policies and procedures guiding academic staff in educational institutions and agreed timeframes;
- Schools' HR statistics and reports prepared are evidenced-based, accords with GOJ HR policies and timely;
- Schools' HR audits are evidenced-based and measured against agreed standards and timeframes;
- Recommendations and or advice on Schools' HR matters provided are evidence-based (supported by qualitative/quantitative data) and delivered within agreed timeframes.
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Staff coached and appraisals completed and submitted in accordance to agreed timeframes and

standards;

- 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 of Education

Contact (Title)	Purpose of Communication
Staff- schools' Personnel Unit	To provide/ receive information.
Finance & Accounts Division	Liaises re salary and benefits.
Evaluation of Qualification Committee	Liaises regarding assessment of qualifications
Refund Secretariat	To receive and provide information re 50% refund
Bonding Unit	To provide info re breaches and bonding amounts etc

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

Contact (Title)	Purpose of Communication
Board Chairmen, Principals and Teachers	Liaises on matters relating to employment and conditions of service of teachers.
Bonding Section- Ministry of Finance and Public Service and MOEY&I Bonding Unit)	Collaboration on matters relating to study leave.
Medical Doctors	Verification of Medical Reports.
Bursars	Liaises re salary and benefits.

Required Competencies

Core

- Good oral and written communication skills.
- Good human relations skills.
- Supervisory skills
- Ability to pay attention to detail
- Confidentiality

Technical

- Knowledge of Human Resource Management principles and practices, especially in a Bureaucracy
- Knowledge of the Education Act, Education Code of Regulations, Public Service Regulations and related GOJ SHRMD policies and procedures
- Knowledge of the Ministry's Policies, Regulations and Guidelines
- Knowledge of Benefits Administration procedures
- Knowledge of the Operations Manual for the Schools' Human Resource Section

- Knowledge of Trade Union and Staff Agreements

Minimum Required Education and Experience

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Three (3) years' experience in a Human Resource Management environment.

Authority To

- Access confidential information.
- Recommends Human Resource Actions;
- Recommends Terms of Reference and other specifications;
- To recommend process/procedural and systems changes of the functional area;
- Recommends staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
- Recommends relevant training and development programmes for direct reports to enhance knowledge and performance.

Specific Conditions Associated With the Job

- Normal office working conditions
- Maybe required to work beyond normal working hours
- Required to travel
- Required to possess a valid driver's Licence and reliable motor Vehicle

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

Date received in Human Resource Division

Date Created/revised