



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

HUMAN RESOURCE OFFICER - BENEFITS (GMG/SEG 1) INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE

SALARY SCALE: \$1,444,929.00– \$1,716,809.00 PER ANNUM AND ANY ALLOWANCE(S) ATTACHED TO THE POST.

JOB PURPOSE:

Under the supervision of the Director, Human Resource Management and Administration, the Human Resources Officer (Benefits) is responsible for providing support in various human resource functions such as administration and benefit services to employees, recruitment, selection, Human Resource Counselling, Employee Relations, health and life insurance, and retirement benefits programmes in accordance with the Institute's established policies and procedures.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Interprets and implements Government's policies related to staff benefits
- Ensures that all systems are in place to provide employees with information about benefits for which they are eligible
- Provides information regarding HR policies rules and regulations
- Advises all heads of sections on matters affecting staff welfare
- Submits applications to the relevant authorities for the processing of all loan benefits available to eligible officers
- Investigates and takes the necessary steps to resolve conflicts between employees and between management and employees
- Participates in the recruitment and selection of staff below the GMG/SEG 1 level
- Prepares schedule of employees who are eligible for retirement and all relevant documents for submission to the Pensions Branch
- Provides individual employee with counselling on retirement options and eligibility requirements
- Provides profiles for officers to be employed, appointed, promoted, confirmed, terminated, seconded, transferred and those who have resigned and submit to the Director, Human Resource Management and Administration
- Conducts exit interviews to identify reasons for employee's termination
- Assists in providing accurate and appropriate advice to the Director, on Industrial Relations and staff welfare issues of the Institute and its stakeholders

- Ensures that safety and health standards are maintained by recommending equipment and safety measures to be pursued in specific locations and generally throughout the Institute

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- ◆ May be exposure to hazardous chemical and/or situation

REQUIRED SKILLS AND COMPETENCIES:

- ◆ Sound knowledge of Labour Laws and Industrial Relations
- ◆ Excellent knowledge in Human Resource Management practice
- ◆ Sound knowledge of pension, health and life insurance plans
- ◆ Sound knowledge in counseling techniques
- ◆ Knowledge of regulations and legislation affecting employee benefits programmes
- ◆ Excellent oral and written communication skills
- ◆ Excellent human relations skills
- ◆ Computer literate
- ◆ Excellent word processing skills
- ◆ Ability to multitask and prioritize
- ◆ Confidentiality and Integrity

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Human Resource Management or a related field
- Specialized training in Industrial Relations would be an asset
- Three (3) years related working experience.

Interested persons should forward their application and résumé **NO LATER THAN Friday, June 22, 2018** to the:-

**Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6
Email: vacanciesfslab@gmail.com**

Please note that we thank all for responding but only shortlisted applicants will be contacted.