



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

HRM INFORMATION SYSTEM (HRMIS) OFFICER (GMG/AM 4) HUMAN RESOURCE MANAGEMENT UNIT – VACANT

SALARY SCALE: \$1,410,802.00 - \$1,677,000.00 PER ANNUM

JOB PURPOSE:

The incumbent is responsible for updating and maintaining an automated Human Resource Management Information System (HRMIS) thereby enhancing and supporting the HR decision making capabilities and other activities within the Division.

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

KEY RESPONSIBILITIES:

- Automates applicable human resource processes to increase efficiency;
- Updates staff records and inputs relevant information on HRMIS;
- Creates HR work flow solutions capable of tracking and data/correspondence associated with HRMIS
- Liaises with Information System Unit (ISU) and other key personnel to ensure smooth operations of HRMIS and the generation of technical data/reports;
- Maintains security access codes ensuring the system is secured at all times;
- Conducts research to identify HR related information to keep the Unit informed of industry changes and with new best practices;
- Generates reports from database to facilitate the decision-making, process;
- Responds to HR queries within scope of duties or refer to responsible officers;

REQUIRED SKILLS AND COMPETENCIES:

- Proficient in the use of computer applications;
- Excellent knowledge of government HR procedures and processes;
- Good oral and written communication skills;
- Ability to prioritize tasks;
- Good interpersonal skills;
- Well organized and attentive to details.

MINIMUM QUALIFICATION & EXPERIENCE:

- BSc. in Human Resource Management, Social Sciences or equivalent;
- At least two (2) years working experience in Human Resource Management.

Interested persons should forward their applications and résumés` **NO LATER THAN Friday, July 2, 2021** to the:

Director, Human Resource Management & Administration
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: HRMIS Officer (GMG/AM 4)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.