



Jamaica Defence Force – (Civilian)

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## EXTERNAL ADVERTISEMENT

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the Jamaica Defence Force (JDF):

1. Human Resource Development Officer (GMG/SEG 1) **(Vacant) – Human Resource Management & Administration Section** Salary Range \$1,640,253.00 - \$1,949,746.00 per annum and any allowance(s) attached to the post.
2. Administrative Assistant (GMG/AM 3) **(Vacant) (4 Temporary posts) – (Caribbean Military Academy, Support Services Brigade, Jamaica Regiment (Moneague) and Military Air and Cyber Command)** Salary Range \$1,229,060.00 to \$1,460,966.00 per annum and any allowance(s) attached to the post.
3. Dental Prosthetist (HTAC/DT 1) **(Vacant) (2 Temporary posts) – Health Services Corps** Salary Range \$1,025,293.00 - \$1,218,752.00 per annum and any allowance(s) attached to the post.

## HUMAN RESOURCE MANAGEMENT & ADMINISTRATION SECTION

### Human Resource Development Officer (GMG/SEG 1) – Vacant

Under direction of the Director – Human Resource Development, the Human Resource Development Officer is responsible for supporting/assisting with a range of people development and training programmes that prepares employees to meet the needs of the JDF by way of fostering a culture of learning and productivity.

### KEY RESPONSIBILITIES

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Prepares and submits performance and other reports relating to the achievement of targets for the JDF as required and ensures timely submission of all documents/information requested from the Branch;

- Maintains quality customer service principles, standards and measurements for the Branch;
- Develops Individual Work Plan based on strategic alignment with JDF's and MNS' Corporate/Operational Plan(s);
- Represents the JDF at meetings, conferences and other fora as needed in relation to civilianized functions.
- Assists with the design, implementation and monitoring of Human Resource Development business processes to support the achievement of the JDF's strategic and policy priorities;
- Assists with the designs and develops training and other human resource manuals;
- Coordinates and assists with career guidance, counselling and people development initiatives;
- Assesses the general training needs of all categories of workers and develops strategies to fulfil these needs;
- Liaises with relevant Government Departments/Agencies to identify general and special training opportunities and keeps employees informed of available training;
- Assists with the design of training programmes and materials for in-house courses, in collaboration with Heads of Divisions/Branches/Units;
- Participates in the design, implementation and maintenance of onboarding and orientation interventions to ensure transfer of organisational ethos and culture;
- Maintains evidence-based approaches to manage internal metrics and statistics relating to HRD business processes;
- Maintains a training and people development database;
- Assists with liaising with members of staff to identify training needs;
- Coordinates onboarding and orientation programmes for new recruits;
- Assists with coordinating and conducting training programmes;
- Provides advice to Heads of Departments/Division on training matters;
- Prepares Human Resource Executive Committee submissions regarding Day Release/Study Leave applications;
- Coordinates with the Human Resource Management Officer to prepare and submit salary and leave particulars, in respect of officers on study leave, to the relevant ministries and departments (OSC & SHRMD);
- Prepares letters to staff regarding all Human Resource Development matters and interventions;
- Prepares and submits activity/performance and other reports as requested;
- Checks and submits applications for training to relevant institutions;
- Obtains guidance/advice/clarification from the Office of the Services Commissions and SHRMD regarding training for staff;
- Advises officers regarding the outcome of nominations for all courses;
- Circulates local/overseas training programmes to staff;
- Keeps abreast of trends and changes in training methodologies and technology, career and professional development;
- 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.

- Facilitates welfare and development of staff in the Unit;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Prepares and conducts presentations on role of Division/Unit for the Orientation/Onboarding programme.

#### **OTHER RESPONSIBILITIES:**

- Performs other related functions assigned.

#### **REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Good knowledge of the principles of public sector management;
- Knowledge of Human Resource Management principles and practices;
- Knowledge of HRD Policies and Procedures;
- Knowledge of developing People Development and Training Budgets;
- Knowledge of designing and implementing Training and People Development Programmes;
- Knowledge of Career Planning and Coaching mechanisms;
- Knowledge of conducting Training Needs Assessments for aid organisational success;
- Knowledge of Onboarding and Orientation mechanisms;
- Knowledge of the Public Service Regulations;
- Good 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;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong interpersonal, communication and relationship building skills with ability to consult and provide advice to all levels of the organisation;
- Ability to work independently and contribute effectively as a team member to achieve goals
- Strong organisational and time management skills with an ability to prioritize and manage workload, meet deadlines and adapt to changing circumstances; • Ability to identify issues and propose solutions;

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor's Degree in Human Resource Management, Management Studies, Public/Business Administration, Education & Training, or related social sciences;

- Two (2) years' experience in a Human Resource Management/Development or Training environment.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Typical working environment;
- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings;
- May be required to work long hours;
- May be required to work on weekends and public holidays;
- Office located some distance from the main entrance;
- May be subjected to search based on JDF's rule;

#### **Administrative Assistant (GMG/AM 3) – Vacant (4 temporary posts) (Caribbean Military Academy, Support Services Brigade, Jamaica Regiment (Moneague), Military Air and Cyber Command)**

Provision of efficient and effective transportation services to support the Human Resource Management & Administration Section in achieving its strategic objectives.

#### **KEY RESPONSIBILITIES**

##### **1. To provide general administrative and secretarial support facilitating the smooth and efficient operations of the Brigade Commander's office:**

- Monitors the progress of activities within the Brigade Commander's portfolio, providing background information, as well as preparing the Brigade Commander for participation in meetings;
- Drafts letters, memoranda and reports based on general instructions;
- Produces and distributes correspondence, memos, letters and faxes and forms;
- Maintains and shares electronic folders containing calendar and contacts;
- Prepares monthly status reports on activities;
- Maintains the Brigade Commander's diary (both electronically and manual) recording appointments, meetings, visits etc. on a day-to-day basis;
- Makes travel and accommodation arrangements (flights, couriers, hotels )for the Brigade Commander when necessary;

- Organizes conference calls, meeting rooms, etc.
- Records and prepares minutes in meeting occasionally.
- Maintains supply inventory, anticipates needed supplies, checks inventory levels, places orders for supplies, verifies receipt of supplies;
- Ensures operation of equipment by completing preventative maintenance requirements, calls for repairs, maintains equipment inventories

**2. To provide exemplary service to internal and external agencies:**

- Provides polite and knowledgeable service;
- Greets and screens visitors and directs them to the relevant personnel;
- Responds to calls and provides responses within scope of duties or immediately routes callers to the relevant officer;
- Takes messages and delivers to relevant officers;

**3. To ensure the maintenance of a filing system in accordance with the JDFs' Documentation and Information guidelines and manages the reproduction and dissemination of information and documents based on requests:**

- Designs, develops and maintains a filing system/database to effectively manage records within the office;
- Disseminates relevant information;

**4. To ensure accuracy and timeliness in the preparation and processing of documents in accordance with prescribed guidelines:**

- Prepares documents to be distributed i.e. letters, memoranda;
- Records incoming and outgoing correspondence;
- Photocopies scan and distributes documents

**OTHER RESPONSIBILITIES:**

- Performs other related functions assigned.

**REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Proficiency in Reporting Writing;
- Proficiency in Administrative Writing;
- Knowledge of the organization's policies and procedures;
- Knowledge of general office administration, systems, processes and practices;
- Good time management skills;
- Attention to detail and problem solving skills;
- Ability to function effectively as part of a team;

- Strong planning and organizational skills;
- Ability to record and transcribe meeting minutes
- Ability to work under pressure and meet deadlines
- Ability to maintain calendars and schedule appointments
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher, Outlook)
- Ability to use the office machines, e.g. tape recorder, binder, photocopier, and computer.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Associated Degree in Business Administration/Public Administration
- Diploma in Administrative Management;
- Successful completion of the GOJ Secretary qualifying examination;
- At least two-three (2-3) years experience in the secretarial field;

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Normal working environment;
- Required to be rotated within similar capacity for short/long term;
- May be required to work beyond the normal working hours;
- Office located some distance from the main entrance;
- Subjected to search based on JDF's rule

#### **HEALTH SERVICES CORPS**

##### **Dental Prosthetist (HTAC/DT 1) – (Vacant) (2 Temporary posts)**

The incumbent is responsible for assisting the Force Dental Officer in providing dental services to JDF services members and their families. The incumbent will be responsible for maintaining dental equipment and tools in the acceptable standard as stipulated by the guidelines.

#### **KEY RESPONSIBILITIES**

##### **1. To ensure that service given to patients conforms with the dental regulation and guidelines of the Health and Dental Act;**

- Receives and /or takes impressions of patient mouth.
- Pours and trims models from impressions of the patient's mouth.
- Fabricates partial and complete dentures (metal and non-metal) to replace natural teeth.
- Repairs and relines dentures.
- Fabricates custom trays.
- Fabricates temporary crowns and bridges.
- Fabricates removable orthodontic appliances (such as retainers)

- Fabricates protective mouth guards and splints
- Maintains and updates dental laboratory records for each patient.
- Inputs Dental Laboratory statistics

**OTHER RESPONSIBILITIES:**

- Performs other related functions assigned.

**REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:**

- Strong understanding of morphology
- Familiarity with all aspects of prosthetics and the manufacturing of thermoforming appliances
- Must be knowledgeable of all dental instrumentation
- Ability to assist dentist in the management of medical or dental emergencies
- High level of integrity;
- Ability to pay attention to detail and concentrate for long periods
- Good time management skills;
- Ability to analyse quality or performance
- Ability to work well under pressure of time constraints

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- BSc in Dental Laboratory Technology or equivalent qualifications
- Registration with the Dental Council of Jamaica and possess a valid practicing certificate.
- 2-3 years of experience practicing as a Dental Laboratory Technician

Interested persons should forward their applications and résumés via email to [joboppsjdfciv@mns.gov.jm](mailto:joboppsjdfciv@mns.gov.jm) **NO LATER THAN Friday, September 30, 2022 to:**

**Director, Human Resource Management & Administration  
Human Resource Management & Administration Section  
Jamaica Defence Force  
Up Park Camp  
Kingston 5**

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