



Ministry of National Security

CAREER OPPORTUNITY

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

HUMAN RESOURCE OFFICER (GMG/AM 3) – VACANT (PENSIONS AND BENEFITS)

HUMAN RESOURCE MANAGEMENT BRANCH

SALARY SCALE: \$1,753,837.00 – \$2,358,715.00

JOB PURPOSE

The incumbent is responsible for administering staff benefits and undertaking Human Resource Management activities in accordance with established policies and procedures in order to achieve the Ministry's strategic objective.

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

KEY RESPONSIBILITIES

- Processes all pension related documents, pension particulars, service records and submit to the Ministry of Finance and Planning for the payment of pension benefits;
- Provides guidance/advice to the Directors and members of staff on all leave and pension related matters;
- Prepares schedules of employees who are eligible for retirement and submits all relevant documents to the Permanent Secretary /HRMEC and Pension's Branch;
- Prepares Monthly HREC Schedules;
- Prepares letters relating to HREC decisions;
- Provides professional advice/guidance to all members of staff in the interpretation and application of relevant government policies, rules and regulations;
- Prepares and submits Quarterly status report to the Director, HRM;
- Verifies vacation leave, study leave, special sick leave, sick leave, departmental leave and recreational leave and ensures that all leaves are accurately computed
- Submits schedules for all officers who attain the age of retirement to the Permanent Secretary;
- Processes and prepares National Insurance Scheme documents to ensure that members of staff are adequately compensated for any benefits they are eligible to receive;
- Performs any other related duties assigned by the Director of Human Resource Management.

MINIMUM QUALIFICATION AND EXPERIENCE

- Associate/Diploma in Public Administration, Human Resource Management, Management Studies, Business Administration
- Three (3) years' experience in Human Resource Management

SPECIFIC KNOWLEDGE & SKILLS

- Excellent oral and written communication skills
- Good customer relations skills
- Excellent time management skills
- Good problem solving skills
- Excellent planning and organizing skills
- Sound knowledge of Government/Ministries policies and procedures
- Sound knowledge of Pension
- Sound knowledge of Leave Administration
- Sound knowledge of Retirement Procedures
- Sound knowledge of the Staff Orders and Public Service Regulations

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working condition;
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, December 16, 2022** to the:

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

Subject: Human Resource Officer (GMG/AM 3)

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