



## Office of the Services Commissions

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### **CIRCULAR No. 155** **OSC Ref. C.5526**

16<sup>th</sup> April, 2025

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/be assigned the following posts in the **Department of Government Chemist**:

1. **Director, Human Resource Management and Administration (GMG/SEG 3) (Vacant) - Human Resource Management and Administration Branch**, salary range \$5,198,035- \$ \$6,990,779 per annum.
2. **Public Procurement Officer (GMG/AM 3) (Not Vacant) - Human Resource Management and Administration Branch**, salary range \$2,190,302 to \$2,945,712 per annum.
3. **Payroll Officer (FMG/AT 2) (Not Vacant) - Finance and Accounts Branch**, salary range \$1,711,060 - \$2,301,186 per annum.

#### 1. **Director, Human Resource Management and Administration (GMG/SEG 3)**

##### **Job Purpose**

Under the direction of the Government Chemist, the Director, Human Resource Management and Administration is responsible for creating, implementing, leading, managing and evaluating Human Resource Management, Development and Administration, including the Public Procurement practices and programmes that are geared toward having a HRM&A Branch that provides high-quality service to its internal and external customers and is driven to achieve the strategic objectives of the Department.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Develops and co-ordinates the implementation of human resources (HR) policy, including aspects related to: recruitment and selection, orientation, remuneration, rewards and incentives, training, performance evaluation, careers and talent management, mobility and succession;
- Supports the other organic Units in the operationalization of the HR management policy;
- Defines and implements the leadership development model;
- Promotes the use of the human potential of the organization, through training and development actions appropriate to the internal and market needs;
- Proposes and operationalizes measures leading to the creation/reinforcement of the Department's culture and the permanent improvement of the organizational climate;
- Ensures the efficiency of the organizational model, as well as its internal adoption, proposing measures leading to its permanent optimization;
- Performs exercises of optimal design of the HR structure, identifying imbalances and proposing measures to minimize them;
- Prepares an annual HR plan, including measures to manage any imbalances that may exist;
- Promotes the adoption of a process-based management logic, ensuring the formalization of internal procedures, monitoring compliance, and evaluating their performance through quantitative indicators and the use of technological platforms that contribute to their streamlining;
- Defines and implements the internal Communication Plan, including the tools or instruments necessary for its operation;
- Prepares the welcome of new employees and carries out orientation activities;
- Collects and organizes the information required for the preparation of HR decision-making management;

- Supports and collaborates in the implementation of projects with an impact in HR management, especially with regard to change management;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with;
- Provides advice on public procurement matters to officers;
- Ensures that funds are allocated to meet the expenditure for goods, prior to placement of orders, and ensures that the procurement practices conform to procurement guidelines of the FAA Act.

***Technical/Professional:***

- Provides leadership and direction towards the delivery of portfolio responsibilities;
- Provides professional advice and interpretation of policies related to the portfolio (HRMD and Administration);
- Develops and implement policies and programmes that are responsive to the needs of the Department in compliance with regulations/established policies and procedures
- Disseminates information to staff regarding changes in policies, procedures and other matters to ensure compliance;
- Oversees the co-ordination for General Staff Meetings/Workshops and Seminars;
- Ensures that contact is made with the Director Finance and Accounts to ensure availability of funds for purchasing.

***Administration and Asset Management:***

- Develops and implements an access management system to ensure accountability of all access of the Department;
- Supports the Branch in the distribution of incoming and outgoing correspondence and handling general queries;
- Ensures that adequate supplies of stationery, cleaning and other supplies are always available; manages order and reorder levels in order to minimize incidence of extravagance and waste, and ensuring that only needed goods are acquired at the time they are requested;
- Ensures that Supplies Management practices are in accordance with GOJ Regulations;
- Arranges for the disposal of unserviceable furniture and equipment in accordance with Government's policy;
- Ensures that Safety and Health standards are maintained, by recommending equipment and safety measures to be pursued in specific locations and generally throughout the Organization;
- Ensures that effective administrative support is maintained in all Branches, so that staff at all levels are able to give optimum performance;
- Oversees the procurement of goods and services, and ensures the functionality of office equipment, machinery and furniture;
- Ensures safety and security measures are implemented in the Department;
- Oversees all assets and equipment-related matters for the Department, to ensure accurate fixed asset registry management and controls are in place
- Ensures implementation of maintenance programmes for plant and machinery;
- Oversees the management of stores/inventory;
- Conducts periodic reviews of the inventory system to ensure effective usage, control and monitoring of inventory items, which include office supplies, furniture and equipment;
- Ensures that adequate furniture, fittings office supplies are procured and disseminated;
- Oversees arrangements/plans for office layout and accommodation.

***Human Resource Management:***

***Recruitment and Selection:***

- Oversees and assists with the development and implementation of the recruitment and selection programme, in keeping with established government guidelines;
- Arranges placement of recruits appointed by the Public Service Commission, in consultation with Heads of Divisions;
- Assists with the negotiations and prepares contracts for staff recruited on a contractual basis, and makes arrangements for the payment of gratuity and other final emoluments in keeping with the terms of agreement, and established Government guidelines;
- Strategic staffing arrangements inclusive of acting, transfer and redeployment of staff.

**Employee Welfare, Benefits and Compensation:**

- Assists in administering the staff welfare programme, ensuring effectiveness and equity;
- Oversees the administration of the employees' health and benefit programme;
- Participates in the co-ordination of staff recreational programmes to enhance staff morale;
- Administers the separation policy in keeping with government regulations;
- Administers the compensation policy in keeping with established government guidelines.

**Employees' Relations:**

- Provides advice on employee discipline, grievance and claims involving pay and leave entitlement;
- Provides advice and guidance to Directors, Line Managers and related Agencies and Departments in handling industrial relations issues;
- Develops and implements strategies to improve supervisory support for, and understanding of policies and approaches, to promote acceptable conduct and performance;
- Assists in administering the discipline and grievance procedures, ensuring consistency and fairness promoting a harmonious and productive work environment.

**Human Resource Development:**

- Recommends strategies to achieve and maintain optimal Human Resource capacity development/building;
- Oversees the development and implementation of a Corporate Training Plan to meet the needs of the Department in achieving the strategic goals and objectives;
- Collaborates with Divisional Heads and managers, provides leadership and guidance in developing, implementing and maintaining a succession-planning programme;
- Oversees the development of and maintaining a skill/competency database, including key positions and talents;
- Establishes an employee development programme that provides opportunities for maximizing the potential of employees and identifying career development options;
- Develops and manages direct reports' performance by motivating, setting performance targets, monitoring performance and providing feedback;
- Provides guidance to subordinates through coaching, mentoring, training and providing assistance, as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Fosters a cohesive and collegial work environment.

**Information and Communication Technology:**

- Keeps abreast of new and emerging ICT trends, tips, and development using relevant information technology platforms;
- Submits reports and makes recommendations to Technical and User Support Manager regarding new device specifications, in order to optimize equipment used by specific user groups;
- Addresses hardware, software and end-user equipment malfunctions, as requested;
- Oversees process of the installation and configuration of computer hardware and software to ensure the functionality of end user devices;
- Oversees and monitors and maintains computer systems and networks;
- Communicates with staff or clients through a series of actions either face-to-face or over the phone to set up systems or resolve issues;
- Oversees the performance of routine preventative maintenance on a quarterly basis or as requested by the Technical and User Support Manager;

**Public Procurement:**

- Prepares and manages the annual budget for the Department;
- Purchases Capital Goods for the Department, as directed;
- Prepares and manages the annual procurement plan for the Department;
- Formulates overarching policies and procedures regarding procurement management and based on Government principles and regulations;
- Manages the development of the Procurement Plan for the Department;
- Manages the procurement of goods, services and works in accordance with Government policies and procedures, in order to meet organization needs through the most cost-effective means;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of payments and reconciliation of accounts;

- Manages, monitors and controls the procurement of goods and services, and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with;
- Ensures that funds are allocated to meet the expenditure for goods, prior to placement of orders, and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Ensures the arrangement of the Procurement Committee Meetings;
- Reviews submissions for Procurement Committee;
- Prepares and submits Contract Reports to the Public Procurement Commission (PPC);
- Manages the preparation and submission of reports to the Ministry of Finance and the Public Service for all goods purchased by the entity, inclusive of cost and locations supplied;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- Reviews reports for submission to MFP, PPC, IC and Cabinet;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent planning and organizing skills
- Confidentiality and integrity
- Good oral and written communication skills
- Good analytical thinking skills
- People Management skills
- Good leadership skills
- Integrity
- Sound judgment, problem-solving and decision-making skills
- Customer and quality focus
- Excellent knowledge and understanding of Human Resource Management trends, procedures and practices in Government
- Negotiating skills
- Strategic management
- Change management

#### ***Technical:***

- Sound knowledge of GOJ policies/procedures/regulations, such as the Staff Orders, Public Service Regulations and Delegations of functions
- Good customer orientation skills
- Sound knowledge of Industrial Relations practices and procedures
- Proficiency in use of MyHr+ and PEPAS Platforms, Microsoft Office Suite and other relevant computer applications and systems

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration, Human Resource Management, or equivalent, training in Supervisory Management;
- Five (5) years' experience, three (3) years of which should be in Human Resource Management;
- Training in Industrial Relations;
- Training in Change Management would be an asset.

**OR**

- MSc in Human Resource Management or in a related field from an accredited tertiary institution;
- Three (3) years' experience in Human Resource Management;
- Training in Industrial Relations;
- Training in Change Management would be an asset.

### **Special Condition Associated with the Job**

- May be required to work beyond regular working hours.

## **2. Public Procurement Officer (GMG/AM 3)**

### **Job Purpose**

Under the general direction of the Director, Public Procurement, the Public Procurement Officer assists in the procurement process required for the acquisition of goods and services, essential for the operation of the Department. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

### **Key Responsibilities**

#### ***Management/Administrative:***

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report);

#### ***Procurement Process Management:***

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and preparing request for proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner, according to the approved budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening, in strict accordance with mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives, compiles and processes purchase requisition forms for all departments for the procurement of goods and services.

#### ***Vendor Management:***

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery time, etc.) and communicates results internally and externally, as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received, and recommends invoices for payment;
- Maintains procurement records, such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.

#### ***Procurement Reporting:***

- Monitors and reports the procurement implementation status and progress, as required;
- Follows up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.;
- Prepares reports of and for procurement meetings;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations skills
- Ability to work in a team
- Ability to take own initiative

- Good people management skills
- Good problem-solving and decision-making skills
- Good time management skills

***Technical:***

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Knowledge of Government Procurement Procedures
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Tender Management
- Proficiency in the use of relevant computer applications (Microsoft Office)

**Minimum Required Qualification and Experience**

- Associate Degree/Diploma in Business Administration or other related field from a recognized tertiary institution;
- Certification in public procurement (e.g. INPRI – Level 2-3/UNDP/CIPS, etc.);
- Two (2) years' related work experience, in a similar position.

**3. Payroll Officer (FMG/AT 2)**

**Job Purpose**

Under the supervision of the Director, Finance and Accounts, the Payroll Officer is responsible for preparing all Commitments and Payments, as well as performing cashiering duties.

**Key Responsibilities**

***Technical/Professional:***

- Prepares Utility Report for submission to the Ministry of Finance and the Public Service (MoFPS);
- Prepares report on GCT withheld from suppliers, for submission to MoFPS
- Prepares Commitments and Payments;
- Prepares Journal Vouchers;
- Maintains files for all Commitments and Payment Vouchers;
- Performs cashiering duties.

**Required Knowledge, Skills and Competencies**

- Working knowledge of the GoJ Accounting Principles, Guidelines and Law
- Working knowledge of the GoJ Public Procurement Guidelines and Act, 2015
- Good oral and written communication skills
- Good interpersonal skills
- Good organizing skills
- Knowledge of Government Financial Management System (GFMS) Software

**Minimum Required Qualification and Experience**

- AAT Level 2;
- ACCA-CAT Level B/Level 2;
- NVQJ Level 2, Accounting;
- Certificate in Accounting from an accredited University;
- Completion of second year of the BSc. Degree in Accounting/Management Studies with Accounting or BBA Degree at an accredited University;
- ASc. Degree in Business Studies/ Business Administration/Management Studies;
- ASc. Degree in Accounting from the Management Institute for National Development (MIND); or
- Certificate in Government Accounting Level 2.

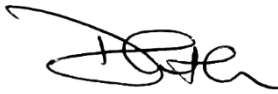
Applications accompanied by résumés should be submitted **no later than Thursday, 1<sup>st</sup> May, 2025 to:**

The Government Chemist  
Department of Government Chemist  
Hope Complex  
Hope Gardens  
Kingston 6

Email: [government.chemist@moh.gov.jm](mailto:government.chemist@moh.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**