

## MINISTRY OF JUSTICE

### Career Opportunity

The Office of the Parliamentary Counsel (OPC) Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the positions outlined below:

1. **Manager, Human Resource and Administration (GMG/SEG 2) - (Vacant)**, salary range \$2,023,418.00 – 2,405,208.00 per annum and any allowance(s) attached to the post.

#### JOB PURPOSE

Under the direct supervision of the Chief Parliamentary Counsel, the Director, Human Resource and Administration is responsible for managing the provision of administrative and support services to internal OPC customers, by managing the support process areas of the OPC's value chain which support achievement of the OPC's overall mission

#### KEY RESPONSIBILITIES

- Publishes an annual planning, reporting and performance review calendar at the start of each operating year;
- Prepares in consultation with the OPC leadership team, the Strategic Corporate and Operational Plans of OPC;
- Works collaboratively with the leadership team to develop the annual budget for the OPC and ensure that all deadlines for submissions are kept by the OPC;
- Develops and submits any supplemental budget requests in collaboration with the leadership team;
- Oversees the preparation of financial reports, cash-flow statements, procurement plans and annual budget for the OPC;
- Ensures that appropriate financial and human resource policies and procedures and business controls are in place;
- Guides the procurement of equipment/furniture, goods and services, office supplies and ensures that usage is adequately accounted for and the maintenance thereof;
- Ensures that the OPC's financial transactions are effectively accounted for;
- Ensures there are appropriate controls over the OPC's fixed assets;
- Represents OPC at meetings relating to budget, HR and administration matters, as required.
- Ensures that the employee-related HR services are effectively and efficiently provided to internal OPC customers;
- Ensures that PMAS is effectively implemented and institutionalised at the OPC;
- Completes mid and end of year performance reviews for direct reports;
- Reviews PMAS results and drives out training needs and individual development plans;
- Reviews and revises job descriptions where significant changes in the overall organizational system signals the need for realignment of roles and responsibilities;

- Sensitizes and ensures that employees are aware and follow the policies, procedures and regulations of the Public Service and the Ministry of Justice;
- Ensures that personal learning and development objectives are met in the agreed timeframe.

## REQUIRED COMPETENCIES

### Core

- Good oral and written communication skills
- Results Oriented
- Critical thinking
- Team work and Collaboration
- Emotional Intelligence
- Attention to detail
- Client Focus
- Flexibility and Adaptability
- Planning and Organizing

### Technical

- Excellent knowledge of the Public Service Staff Orders and Public Service Regulations;
- Sound knowledge of Established Procurement Procedures;
- Expertise in the use of Microsoft Office products, including Excel

## MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree: Business Administration, Management Studies, Human Resource Management or Public Administration.
- Minimum of Five (5) years related working experience in a similar capacity.

2. **Manager, LPMS Database (MIS/IT5) (Vacant)**, salary range \$1,856,491.00 – 2,206,784.00 per annum and any allowance(s) attached to the post.

## JOB PURPOSE

Under the direct supervision of the Chief Parliamentary Counsel, Manager, LPMS Database is responsible for providing system support for the optimal operation of the Legislation Production Management System (LPMS) as relates to its maintenance, availability and usage and should act as a contact point and interface between the OPC and the wide range of stakeholders.

## KEY RESPONSIBILITIES

- Assists with the management of the LPMS;
- Ensures Enterprise Content Management (ECM), including effective storage and retrieval of all physical (hardcopy) and electronic documents;

- Maintains the OPC Electronic workflow database;
- Ensures administration of access rights and monitoring the functioning of the database as it relates to OPC users;
- Ensures effective recording and reporting of OPC data;
- Resolves ICT user issues or, as appropriate, collaborating with the Ministry's ICT Unit to resolve those issues;
- Conducts diagnostic system tests and recommends solutions for improving efficiency, effectiveness and reliability;
- Ensures that the data is updated, current and accessible, as and when needed;
- Ensures compliance with the documented and agreed requirements;
- Responds to system enquiries and escalates where necessary;
- Monitors the maintenance of database tables in the LPMS application;
- Assists in monitoring of the application and takes corrective action to prevent or minimize system down time;
- Troubleshoots to resolve system related problems; data issues, validates results sets recommends and implements process improvements;
- Works closely with internal customers, analyzes problems provides support to users having difficulties with application, creates and maintains reports;
- Assists users in creating report specifications;
- Maintains internal SSRS Reports and ad-hoc SQL scripts;
- Performs and maintains data extraction and imports;
- Conducts periodic analysis data needs;
- Monitors issues of Data Integrity/Migration (Validation, Clean-up and mapping);
- Sets up authorized users on the system to perform their assigned function;
- Assists in providing training and technical assistance to users;
- Maintains a record of expiration dates of software licences and installation of software updates;
- Prepares monthly report.

<b>REQUIRED COMPETENCIES</b>
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**Core**

- Excellent interpersonal skills;
- Communicates proficiently orally and in writing;
- Ability to work effectively under pressure;
- Ability to organize work and utilize good time management techniques to meet critical deadlines;
- High levels of professionalism and integrity;
- Attention to detail and accuracy;
- Ability to work independently and as a part of a team;
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration.

## Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities;
- Basic knowledge of pension statues, legislation, regulations policies and procedures;
- Knowledge of records management practices in the Public Sector;
- Knowledge of relevant legislations such as Access to Information Act, Archival Act and FAA Act

<b>MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE</b>
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- B.Sc. in Computer Science or related field;
- Training in Database/Systems Management;
- Two (2) years working experience especially with LMPS.

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor  
*no later than Friday, July 24, 2020 to:*

Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

Email: [careers@moj.gov.jm](mailto:careers@moj.gov.jm)

The Ministry of Justice thanks all applicants for their interest, however only those shortlisted will be contacted.