

MINISTRY OF JUSTICE Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Assistant Human Resource Officer - ERW (GMG/AM 3) (vacant)** in the Human Resource Management & Development Branch; salary range \$2,190,302.00 - \$2,945,712.00 per annum.

JOB PURPOSE

Under the supervision of the Director, Employee Relations & Welfare, the Assistant Human Resource Officer, Employee Relations & Welfare is primarily responsible for the management of leave and general benefits administration to Divisions across the Ministry of Justice.

REQUIRED QUALIFICATION AND EXPERIENCE

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Two (2) years' experience in a Human Resource Management environment.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor ***no later than Friday, January 17, 2025 to:***

Senior Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10
or via

Website: moj.gov.jm/careers/apply

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