

MINISTRY OF JUSTICE Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the following positions:

1. **Human Resource Management Information Systems Officer (GMG/AM 3) (not vacant)** in the Human Resource Management and Development Branch, Corporate Services Division; salary range \$2,190,302.00 - \$2,945,712.00 per annum.

JOB PURPOSE

The incumbent is to maintain and coordinate an efficient records management system, to support financial audits and to enhance the organization's corporate memory. To support the population and maintenance of HR information/data into ICT technical solutions/applications such as MyHR+ to foster efficient administration of service records and related accountabilities.

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, November 15, 2024 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.