



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b>	Assistant Human Resource Officer – ERW
<b>JOB GRADE:</b>	GMG/AM 3
<b>POST NUMBER:</b>	<b>60801</b>
<b>DEPARTMENT/DIVISION:</b>	Corporate Services Division
<b>BRANCH</b>	Human Resource Management & Development
<b>REPORTS TO:</b>	Senior Human Resource Officer - ERW
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

### **Strategic Objectives of the Division (in which the position is located):**

Enhance effectiveness in resource management and service delivery resulting from sustained operational efficiency across key functional areas and adequately staffed functional team to support improved effectiveness in delivering justice services.

### **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 leave and general benefits administration to divisions across the Ministry of Justice.

### **Key Outputs:**

- Leave & other benefits requests processed
- Leave entitlements calculated and updated
- Leave and benefit administration research conducted
- Attendance reports analyzed
- Personnel files and service records updated and maintained
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed

### **Key Responsibility Areas:**

#### **Technical/Professional Responsibilities**

- Processes request for leave - sick, departmental, vacation, study, special, maternity and day release;
- Calculates and updates employee leave records – sick, departmental, vacation, study, special, maternity and day release;
- Receives and analyses Attendance Reports for each Division of the MoJ;
- Provides reports on leave/other benefits statistics and updates for each Division of the MoJ on a periodic basis to guide the Human Resource Planning processes;
- Processes requests for seniority allowance resulting from achieving the required time period and satisfactory Performance Management and Evaluation System score;
- Conducts research on matters relating to leave/benefits administration;
- Updates, maintains and reports on the service records of employees in the MoJ and its key stakeholders to assist with the pension/retirement processes;
- Prepares for processing, updates and maintains employee benefits mechanisms i.e. Sagikor Health Schemes, GOJ Bus Services, Motor Vehicle Concession, Staff Loans and related matters;
- Liaises with the SHRMD – MoFPS on all leave and general benefits policies and operations;
- Supports senior executives in the provision of leave and general benefits advisory/training for managers and employees, as required;
- Remains aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure the MoJ achieves best practice and strategic objectives.

#### **Administrative Responsibilities**

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

### Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

### Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

### Performance Standards:

- Leave & other benefits requests processed in accordance with SHRMD policies, guidelines and timeframes;
- Leave entitlements calculated and updated in accordance with SHRMD policies, guidelines and timeframes;
- Leave and benefit administration research conducted are evidence-based and completed in agreed timeframes;
- Attendance reports analyzed in accordance with SHRMD policies, guidelines and timeframes;
- Personnel files and service records updated and maintained in keeping with agreed standards and timeframes;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

### Internal and External Contacts (specify purpose of significant contacts:

#### Internal Contacts

Contact (Title)	Purpose of Communication
Director, Employee Relations and Welfare	<ul style="list-style-type: none"><li>• Provide advice and contribute to decision making;</li><li>• Identify emerging issues/risks and their implications, and propose solutions;</li><li>• Receive guidance and provide regular updates on key HRM&amp;D/People issues and priorities.</li></ul>
Senior Executives/Management in Divisions	<ul style="list-style-type: none"><li>• Develop and maintain effective working relationships</li><li>• Collaborate, exchange information, provide strategic advice, support and feedback</li></ul>
General Staff	<ul style="list-style-type: none"><li>• Develop and maintain effective relationships</li><li>• Provide expert advice and exchange information</li></ul>

#### External Contacts

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"><li>• Develop and maintain effective relationships;</li><li>• Provides expert advice on HRM&amp;D/People matters; and exchange information;</li><li>• Liaise on key HRM&amp;D/People issues</li></ul>

Contact (Title)	Purpose of Communication
Ministry of Finance & Public Service -SHRMD	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Receive expert advice; and provide and exchange information;</li> <li>• Liaise on key HRMD issues.</li> </ul>
OSC	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Receive expert advice; and provide and exchange information;</li> <li>• Liaise on key HRMD issues.</li> </ul>
Auditor General	<ul style="list-style-type: none"> <li>• Exchange information on audit queries and related processes</li> </ul>
Professional Affiliations	<ul style="list-style-type: none"> <li>• Provides expert advice and exchange information;</li> <li>• Identify innovation and new opportunities for the Association.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

**Required Competencies:**

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	2	Accountability	1
Compliance	1	Attention to Detail	1
Customer and Quality Focus	1	Goal/Results Oriented	1
Initiative	1	Human Resource Management	1
Integrity	2	Methodical	1
Interpersonal	2	Planning and Organising	1
Oral Communication	2	Problem Solving and Decision-making	1
Team Work & Cooperation	1	Resilience	1
Time Management	1	Stress Tolerance	1
Written Communication	2	Technical Skills	1
		Use and Application of Technology	1

III. Other Competencies
Knowledge of the principles of administrative management
Knowledge of Human Resource Management principles and practices
Working knowledge of the Public Service Regulations
Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD

Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
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**Minimum Required Education 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.

**Authority:**

- Access4 confidential information

**Specific Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars and meetings.