



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b>	Human Resource Management Information Officer
<b>JOB GRADE:</b>	GMG/AM 3
<b>POST NUMBER:</b>	60803
<b>DIVISION:</b>	Corporate Services Division
<b>BRANCH</b>	Human Resource Management & Development
<b>REPORTS TO:</b>	Senior Human Resource Information Systems Officer
<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):**

TBD

**Job Purpose**

Under the supervision of the Senior Human Resource Information Systems Officer, the Human Resource Information Systems Officer is responsible for supporting 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.

**Key Outputs:**

- Individual Human Resource Records created, updated and maintained
- Staff List updated
- 50 – 64 List of Employees prepared and maintained
- Schedules of qualification and work history created and updated
- MyHR+, E-Census and the Public Employee Pension Administration System (PEPAS) populated updated and maintained
- HR data prepared
- HR data security and privacy maintained
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed

**Key Responsibility Areas:**

**Technical/Professional Responsibilities**

- Creates, updates and maintains physical and electronic Human Resource records for each employee based on formal directives from the Staffing section;
- Assists in updating Staff List in relation to appointments, acting appointments/assignments, operation of new, reclassified or upgraded post(s) approved by the Ministry of Finance and the Public Service;
- Assists in adjusting Staff List in respect of resignations, terminations, pre-retirement leave, retirement, death and name changes;
- Prepares and maintains a list of employees between the ages of 50 – 64 years old to aid in the strategic human resource and retirement planning;
- Prepares and distributes updated Divisional list(s) to Heads of Sections/Directors;
- Verifies that the information relating to the Ministry of Justice are correct in the Civil Service Establishment Act;
- Prepares and submits documents to the Post Operation Committee (Ministry of Finance and the Public Service) for inactive positions to be reactivated;
- Creates and updates schedules of qualification and work history for staff members;
- Prepares and submits Annual Reports/Listings such as Personal Emoluments Budget, Allowance Listings and Post Audit Report;
- Populates, updates and maintains optimal function of the organizations internal HR information services systems, which may include database management relating to MyHR+, E-Census and the Public Employee Pension Administration System (PEPAS) and related systems;
- Assists with the acquisition of complex HR data reports, summaries, and logs requested by senior executives and HR staff.
- Maintains data security and privacy requirements, and report irregularities or breaches to senior HR executives;

- Provides accurate information and sound technical advice to internal and external customers;
- Maintains knowledge of trends and developments in data management and security, HR technology, and HRIS applications;

**Management/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 Branch’s and organization’s goals;
- Assists with the preparation and conducts presentations on role of 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:**

- Individual Human Resource Records created, updated and maintained in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- Staff List updated in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- 50 – 64 List of Employees prepared and maintained in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- Schedules of qualification and work history created and updated in keeping with agreed standards and timeframes;
- MyHR+, E-Census and the Public Employee Pension Administration System (PEPAS) populated updated and maintained in accordance with emerging HR thinking, SHRMD policies, the Public Service Regulations and timeframes;
- HR data prepared are evidence-based and presented in agreed formats and timeframes;
- HR data security and privacy maintained in keeping with established standards and timeframes;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plan 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, HRM Senior Human Resource Information Systems Officer	<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</li> </ul>

Contact (Title)	Purpose of Communication
	HRM&D/People issues and priorities.
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
Ministry of Legal & Constitutional Affairs	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships.</li> <li>Provides shared corporate service functions for HRM&amp;D/HRIS matters;</li> <li>Exchange information;</li> </ul>
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/HRIS matters; and exchange information;</li> <li>Liaise on key HRM&amp;D/HRIS issues</li> </ul>
Ministry of Finance & Public Service -SHRMD TIU	<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 &amp; MyHR+ 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>
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> <li>Monitors TOR for goods and services and related interventions;</li> <li>Exchange of information.</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	<u>level</u>
Oral Communication		Human Resource Management	
Written Communication		Presentation and Reporting	
Integrity		Problem Solving and Decision Making	
Team Work & Cooperation		Technology Savvy	

Initiative		Use and Application of Technology	
Compliance			
Time Management			
Interpersonal			
Adaptability			
Customer and Quality Focus			

<b>I. Key Competencies</b>
Knowledge of the principles of public sector management;
Sound knowledge of Human Resource Information Systems principles and practices;
Working knowledge of statutes, legislations, regulations policies and procedures administered by the SHRMD;
Working knowledge of the Public Service Regulations

**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:**

- N/A

**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.